

Associate Consultant

About Trask Consulting:

Trask Consulting is a national boutique litigation strategy, trial consulting, and jury research firm. We are a lean and mean shop with consultants, technicians, staff, and contractors across the country, including California, Texas, Washington, Colorado, and Kansas. We have a virtual work environment that has been in place for over a decade. National Law Journal readers have voted us the top litigation firm in the most prestigious litigation regions in the United States. We have also ranked among the top 3 in the same publication's national survey for two of the last three years.

We apply military precision in the execution of our work and require excellence in all arenas. Our clients are the most successful and accomplished litigators in the United States and our work must not only meet their high standards, but our own as well. "The Trask Way" means something to us and we are constantly striving to improve. We employ a "work hard, play hard" philosophy that offsets our sometimes grueling, project-driven schedules with ample time off.

Job Description:

Trask Consulting is seeking an Associate Consultant who is responsible for the following:

- Support Senior Consultants
 - Case Management
 - Draft case summaries
 - Responding to client emails
 - Reporting the status of client communication
 - Participating in calls with clients
 - Draft proposals and engagements
 - Request retainer invoices and manage client payment logistics
 - Write case references
 - Pre-trial Research (PTR)/Online Surveys
 - Draft materials for pre-trial research
 - Maintain materials exchange timelines
 - Create pre-trial research surveys and analyze quantitative and qualitative survey data
 - Draft reports
 - Trials
 - Prepare jury selection materials (management of documents used for completing juror background research, proofing and editing final documents used in trial, etc.)
 - Perform administrative tasks for consulting team on-site at trial

Requirements:

- 1-2 years of consulting experience
- Postgraduate degree in Psychology, Sociology, Behavior Analysis, or Communications
- Collecting and analyzing quantitative and/or qualitative data
- Experience using Qualtrics for survey design and data analysis
- Excellent communication and organization skills, attention to detail, and ability to multi-task
- Capable of wearing multiple hats and taking on any assigned tasks as needed even if the task is outside of traditional job duties
- A willingness and ability to handle stressful situations with the utmost professionalism
- Able to solve problems on the fly, be proactive, and can self-manage
- Ability to travel approximately 1-3 times per month for 4 days at a time
- Additional travel may be needed 1-2 times per year for 1-4 weeks at a time
- Willingness and ability to handle long, nontraditional hours when needed
- Proficient with the Microsoft Office Suite and will learn new software as needed

Benefits:

- Market competitive pay
- Health and dental insurance
- 401(k) plan
- Generous paid time off and holidays
- Flexible work schedule
- Tech equipment provided
- Virtual officing

Please submit your cover letter and resume to careers@traskconsulting.com.