

Job Posting: Case Manager & Contract Administrator

June 1, 2022

Job Summary

We seek a high-performing Case Manager and Contract Administrator (dual role of one person) to support day-to-day functions of an exciting, established multi-year federal government IDIQ contract, as well as other projects in a growing business portfolio. Primary job responsibilities include conducting case intake, performing contract administration and document management on project agreements, and supporting roster management of 200+ subcontractor practitioners. We value responsiveness, dependability, transparency, attention to detail, diversity, critical thinking, high emotional intelligence, systems thinking, flexibility and adaptability, professionalism, and ability to work independently. This is a part-time position as a member of a small team, time commitment ranging from 20-30 hours per week (tbd) and, depending on workflow, could potentially convert to a full-time role in the future. This is 100% remote delivery, Monday through Friday during normal business hours in the continental U.S. The structure of our agreement for this position is as an independent contractor to Collaborent (using form 1099). Our primary government client for this position is the [U.S. Department of the Interior](#) (DOI), a large federal land management agency with more than 70,000 employees and a number of offices and bureaus, including the National Park Service, Bureau of Land Management, Bureau of Reclamation, Fish and Wildlife Service, Bureau of Indian Affairs, and others. Collaborent LLC (Collaborent) provides the DOI with a wide range of services, including collaborative problem-solving, workplace conflict management, executive coaching, organizational development, and other facilitative consulting services.

Roles, Duties & Requirements

As an integral member of Collaborent's nimble, 5-person team, reporting to the Collaborent DOI Program Manager & CEO and Deputy Program Manager, you would support day-to-day program management operations of this small consultancy. Primary job duties include:

- **Case Management.** Manage cases and case workflow, with most time spent on intake (receive project requests, clarify needs, conduct outreach to roster candidates, communicating with clients, develop project agreements and subcontracts from templates to meet tight timelines). A lesser percentage of time will be on project (case) tracking and closeout (track status in shared database, review and approve project bills, communicate with subcontractors and clients, enter data, etc.).
- **Contract Administration.** Perform drafting and development of contract documents, document production and management, entry and analysis of data, communication with clients and subcontractors, facilitate e-signing processes, and related contract administration tasks. Perform subcontract administration, including preparing, sending, and filing subcontractor documents.
- **Roster Management.** Enter/collect data and manage related database with more than 200 subcontractors and subcontracting organizations (personnel data, resumes, etc.), manage email marketing campaigns, respond to inquiries, and provide other support to roster members.
- **Administrative & Organizational Support.** Assist Program Manager and Deputy Program Manager with various tasks related to shared email accounts and calendars, documents and document filing systems (Microsoft SharePoint and OneDrive); meeting logistics; electronic tools to deliver consulting services; and similar executive, administrative, and organizational support as requested. Participate in other special projects as requested.

COLLABORENT

Collaborative Conversations, Negotiations & Agreements

Required Knowledge, Skills & Abilities

- Keen attention to detail and excellent organizational skills
- Ability to track multiple contract processing steps for a number of contracts at the same time
- Excellent time-management and project prioritization skills
- Strong interpersonal skills with the ability to work through challenging situations while keeping a calm and collected demeanor
- Strong written and verbal communication skills through email, paper correspondence, phone and video conference with clients, vendors, and internal and external business partners
- We value the following traits: self-starter, reliable, dependable, responsible, respectful, mindful, team player, personable, results oriented, strong work ethic, high professional standards for self, quick learner, professional, sees work efforts through to completion
- Proficient in Microsoft (MS) Office Suite (Word, Excel, PowerPoint, Outlook)
- Reliable internet and phone connection

Additional desirable (but not required) experience and skills:

- Experience with federal government contracting processes, contract administration
- Experience as a case manager
- Proficient in: MS SharePoint / MS Teams site management, Outlook; MS Teams and Zoom for video conferencing; Adobe Pro DC / Adobe Sign; and/or AirTable

Education & Experience

- Bachelor's Degree
- Minimum 7 years of related professional experience (more preferred)

Compensation Range

\$30,000 - \$50,000 ***Commensurate with skills, experience, number of work hours per week (20-30), and whether our arrangement is on an hourly or salaried basis***

Application Instructions

To apply, please email your cover letter, resume, and link to any professional profile (e.g., LinkedIn) to CaseManagement@CollaborentGroup.com. In the subject line of the email, write "**Collaborent Case Manager Applicant: [First Name] [Last Name]**". Interested candidates are encouraged to submit your materials by June 30, 2022 (earlier preferred). We will conduct rolling interviews of strong candidates by invitation. Our goal is to hire one person in July 2022 and possibly a second in August or September.

About Collaborent

Collaborent LLC (Collaborent) is a small group of accomplished professional facilitators, mediators, coaches, trainers, and strategic consultants. We specialize in the facilitation of interest-based dispute resolution, consensus building, executive coaching, and the design and implementation of integrated conflict management systems. Our clientele includes governments and private and public sector businesses. We also have a large roster of independent professionals located across the country and internationally. Collaborent holds and manages federal government contracts, for which we and our roster members deliver services. Collaborent LLC is a woman-owned small business headquartered in the Greater Denver Area of Colorado, serving clients nationally. Formed in 2013, the name of our company, Collaborent, comes from the Latin word for "collaborate" or "collaborator."