



**Title Position:** Engagement Associate

**Reports to:** Chief Impact Officer, working closely with Engagement Directors

**Salary Range:** \$65,000-\$95,000

**FLSA Classification:** Salaried Exempt, 40 Hours Full-time Equivalent (Flexible, Remote possible)

**Supervises:** None

### **About the Organization**

Executives Partnering to Invest in Children (EPIC) is the business community's nonpartisan voice for early care and education. Powered by the business community's commitment, we work to ensure children have a great educational start in life and families have access to the child care resources they need to fully engage in the workforce.

EPIC drives solutions and advances policies that support family-friendly workplaces and communities by reducing regulatory barriers and growing public and private investment in child care. We lead with data, implementation expertise, and strategic advising—offering tailored support, building sustainable models, and shaping policies that benefit families, businesses, and the economy.

We are national thought leaders, trusted advisors, and committed advocates. At EPIC, we know that what's good for children is good for business.

Visit [www.EPICimpact.org](http://www.EPICimpact.org) for more information on EPIC's impact.

### **Job Summary**

EPIC is seeking an Engagement Associate to support our client services team in delivering high-quality consulting services to employers and communities exploring child care solutions that reduce barriers for the workforce. This role is crucial in providing analytical and project support to client engagements. The ideal candidate has strong analytical skills, exceptional attention to detail, and the ability to translate complex data into clear, actionable insights. They will work closely with our team of Engagement Directors across 2-4 projects simultaneously conducting research and analysis, supporting insight development, and developing client-ready materials.

This position requires a robust analytical toolkit, ability to build constructive client relationships, detail-orientation and follow-through, and expertise creating well-designed, polished slide content. There will be opportunities to gain experience in consulting, project management, and the child care sector.

### **Core Responsibilities**

EPIC is in a growth phase and this role will vary based on client needs; responsibilities will be determined and assigned by the Engagement Director and will require adaptability. The typical responsibilities are as follows:

#### **Client Research and Analysis Support (50%)**



- Conduct comprehensive research on local, regional and national child care landscape, including availability, costs, workforce trends, funding mechanisms, licensing and regulations and existing supply and demand dynamics.
- Support the collection, cleaning and organization of quantitative and qualitative data from multiple sources (ex: EPIC created surveys, interviews, existing HR data sets, public datasets, licensing records).
- Analyze data to identify trends, gaps and opportunities; synthesize findings into clear, actionable insights.
- Create detailed financial analyses and modeling for various child care solution options, incorporate assumptions, cost structures and sustainability projections.
- Apply strong analytical skills to evaluate complex information, test assumptions and generate evidence-based recommendations.

#### **Content Development & Client Engagement (30%)**

- Develop slides with clean design and compelling data visualizations to support decision-making and communicate findings to a variety of audiences.
- Lead the development of client-facing materials including presentations, proposals, and written reports.
- Engage with the client as appropriate through regular interactions, delivering relevant presentations and supporting decision-making processes to help ensure high levels of client satisfaction and impact.
- Create templates and frameworks for common deliverables to be used across projects.
- Coordinate with EPIC's communications team to ensure all deliverables align with brand guidelines and standards.

#### **Team and Process Support (20%)**

- Participate actively in internal team meetings, contributing ideas and feedback to shape project strategy, workplans and deliverables
- Support the coordination of project timelines, task tracking, and meeting scheduling to ensure smooth workflows and timely execution
- Help manage communication and logistics for client engagements, with a focus on delivering a seamless, responsive, and client-centered experience
- Assist in developing and reviewing internal processes and tools to improve efficiency and collaboration
- Contribute to knowledge management by organizing project materials, maintaining shared files, and supporting documentation of key learnings, templates and resources for future use

#### **Desired Qualifications**

- 2-4 years of experience in consulting, research, or similar client-facing roles
- Strong analytical and quantitative skills with ability to translate data into insights
- Excellent written and verbal communication skills



- Experience creating professional client-ready deliverables
- Detail-oriented with strong project management capabilities
- Ability to work independently while maintaining clear communication with team
- Interest in workforce support and early childhood education and passion for EPIC's mission

### **Technical Skills**

- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint)
- Experience with CRM systems (e.g. Neon One), communication tools (e.g. Slack), and project management platforms (e.g. Asana) preferred

### **Location**

Flexible within the U.S., Denver Metro area preferred as the current EPIC team is all Denver-based.

### **Working Environment**

Duties will be performed in an office environment and/or remotely. Travel and attendance at off-site work events may be required, as well as occasional work events on evenings and weekends. Our staff is a small, tight-knit team that is driven by a shared passion for achieving our mission and vision. We are highly adaptive, fun, flexible, collaborative, and always willing to “roll up our sleeves” to get work done.

### **Physical Demands**

Work is typically performed within a home or commercial office environment, with occasional driving or air travel to attend events and meet with clients and attend conferences. One to two-night overnight travel should be expected every 1-2 months.

### **Other Duties**

Assist colleagues with miscellaneous projects as requested. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

### **Benefits**

EPIC values a culture of inclusion, flexibility, and fun, and is proud to offer the following benefits and family-friendly support:

- A flexible and fun work environment: employees are empowered to work remotely, manage family needs, and flex schedules as their job duties allow
- Access to quality health, dental, and vision care (90% of employee cost paid by EPIC)
- Short term disability, long term disability, and life insurance (100% paid by EPIC)
- Support with saving for the future through a 401K and an employer match (up to 4%)
- Monthly cell phone stipend
- Reimbursement of child care expenses for work events outside of typical business hours
- 2 weeks of paid sick leave, 3+ weeks of vacation, and 14 paid holidays



Executives Partnering to Invest in Children (EPIC) is an Equal Opportunity Employer. EPIC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

### **To Apply**

Please submit your application and resume through our [Gusto hiring portal here](#). Instead of a traditional cover letter, you'll respond to the following short-answer questions within the application form:

1. Why are you interested in this position with EPIC?
2. What professional experiences do you have that are most relevant to this position?
3. Personally, what would make you a great fit for our team?
4. Please include a link to your LinkedIn profile.

Candidates are encouraged to submit their applications no later than **September 15, 2025** for priority consideration.