



JOB DESCRIPTION

Job Title	Facilitator	Employment Type	on-call, as-needed contract
Location	Seattle, Washington area	Other Details	Must be a U.S. Citizen
Status	Open role ▾		

JOB SUMMARY

Yvette Gavin Consulting is seeking an experienced Facilitator with strong project management and stakeholder engagement skills to support our leadership and collaboration initiatives with a government client.

This is an on-call, as-needed contract role ideal for an independent professional skilled in leading high-stakes meetings, aligning diverse teams, and guiding groups toward shared goals and actionable outcomes. The Facilitator serves as a neutral project leader who brings structure, communication, and clarity to complex multi-party initiatives — ensuring projects stay aligned, collaborative, and results-driven.

JOB RESPONSIBILITIES

Key Deliverables	● Lead collaborative planning sessions that align diverse stakeholders around shared goals, priorities, and communication plans. ● Design and facilitate structured meetings and workshops, ensuring engagement, accountability, and measurable outcomes. ● Develop and distribute session materials, including agendas, discussion frameworks, and visual tools. ● Capture and synthesize outcomes through concise summary reports highlighting key decisions, commitments, and next steps. ● Coordinate logistics and communication with internal and external participants to ensure smooth execution. ● Foster open dialogue and problem-solving, guiding participants toward resolution of issues and forward-focused collaboration. ● Monitor action items and follow-up deliverables to ensure progress between sessions.
Required Skills	● Bachelor's degree in Business, Organizational Development, Communication, Project Management, or related field or, ● 5+ years of professional experience leading complex projects, team meetings, or multi-stakeholder initiatives. ● Proven ability to plan, facilitate, and document structured discussions that drive measurable outcomes. ● Strong background in project management, communication planning, and stakeholder engagement. ● Exceptional verbal, written, and interpersonal communication skills. ● High degree of professionalism, emotional intelligence, and neutrality in group settings. ● Proficient in Microsoft Office and collaboration tools (e.g., Miro, Zoom, or Teams).

Apply to: Mary@yvettegavin.com or on our website: <https://www.yvettegavin.com/careers>