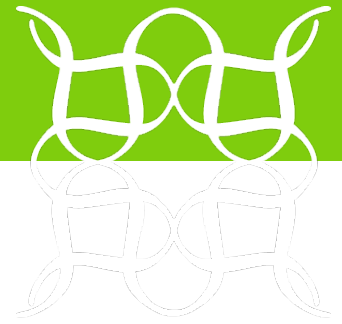


# RESEARCHER



*Join Momenta Group!*

## The Ideal Candidate //

Are you in the sales, PR, marketing, travel, or journalism fields? Are you both a self-starter and a team player? Do you meet deadlines and practice attention to detail? Do you enjoy the puzzle of logistics and event planning? If you answered yes to all of the above questions, Momenta needs you!

*We are seeking a Researcher for the following duties:*

- Coordinate with Momenta staff on foreign and domestic workshop logistics
- Assist in research for hotels, transportation, flights, etc. for workshops
- Research and coordinate with nonprofit organizations before, during, and after workshops
- Research and coordinate with students before, during, and after workshops
- Assist in creating and updating workshop support materials

*Candidates qualifications include:*

- Speak English fluently (*other languages a plus*)
- Strict adherence to deadlines
- Impeccable spelling and grammar
- Must be comfortable and capable of face-to-face or telephone conversations to a successful result
- Ability to work M-F
- Experience with Excel spreadsheets
- Experience in sales, research, logistics, event planning, or public relations
- Ability to use or adapt quickly to learn Photoshop, InDesign and Basecamp

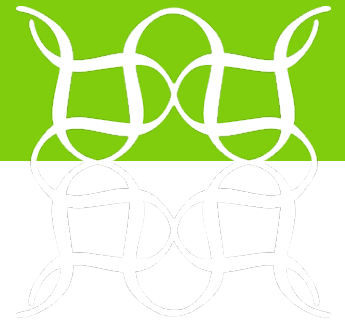
This is a contractor position with hourly compensation. Compensation can be applied towards attendance at one of our workshops if preferred. The contract length is negotiable but may be expanded or terminated at any time by Momenta.

Please read the qualifications for this position carefully. The successful applicant will have to get up to speed quickly and therefore, we will only consider those who meet all the criteria listed above. This is a research position only. This is not a teaching or photo/video content creation position.

## Job Specifics //

The weekly time commitment will vary depending on the number of workshops during a given time period. You may work from anywhere as long as you have access to a computer with a working high-speed internet connection, a Skype account, and a working telephone or mobile. You may work from any location/time zone. Professionalism and adherence to deadlines are paramount for this job. You must be able to work in the United States legally, be over 18 years old, and meet other criteria for employment as mandated by state and federal guidelines.

# RESEARCHER



*Join Momenta Group!*

## Who We Are //

Momenta Group, LLC is a strategic communications firm headquarters in Oregon.

Momenta Creative, our marketing and creative services division, specializes in brand management and strategic planning and offers public relations, photo, video, web and design services. Our portfolio includes The European Union, ADS, CPDC, HAND Housing, AHC, Ben's Chili Bowl, CAN, Tech Exec Networks, Camera Bits, NLIHC, and many others. To learn more, please visit [www.momentacreative.com](http://www.momentacreative.com).

Momenta Workshops, our training division, offers 1-day, 5-day, and 2-week documentary, photography and multimedia training workshops, including the popular *Project Series: Working with Nonprofits* held in collaboration with Leica Camera. By teaching storytellers to expand their technical and business skills, Momenta explore how to use the camera as a force of change. To learn more, please visit [www.momentaworkshops.com](http://www.momentaworkshops.com).

## How to Apply //

Please send a PDF resume with up to three references and a cover letter telling us a little about yourself. Be creative and show your personal side. We want to know what motivates you, what your passions outside of work are, and why you want this position.

Applications should be addressed to *Jamie Rose, Momenta Group, LLC* and sent to [info@momentaworkshops.com](mailto:info@momentaworkshops.com). The subject line should read: *Application for Researcher Position | Your Name*. Deadline for applications is 5 p.m. PST, **September 3rd**. Interviews for possible candidates will be conducted via telephone or video conference.