

	Description	Pay band start - Annual rate (\$)	Pay band end - Annual rate (\$)	Pay band start - Hourly rate (\$)	Pay band end - Hourly rate (\$)	# of staff in pay band	Benefits
<b>1: Coordinator</b>	First point of contact for prospective Clients (manage info inbox) manage Co-CEOs' schedules; Provide administrative and logistics support to the Consultant team; assist with the delivery and execution of some projects such as note taking, interviewing, word-proofing, research as needed	60,000.00	67,000.00	36.06	40.26	1.00	- 4 weeks vacation - 3 additional paid week off (March break + Winter Holiday shutdown) - 4 personal days - 16 paid wellness and sick days - 100% employer covered extended health benefits (only for full time employees) - 1 to 1 hour banked time for all hours above 23 hours/week  * Benefits are based on a 4 day work-week (8 hours/day or 32 hour/week)
<b>2: Consultant</b>	Ensure the smooth running of a range of projects and/or training with the support of the Lead and Principal Consultants; draft proposals; act as a primary point of contact for current clients.	75,000.00	79,000.00	45.07	47.48	4.00	
<b>3: Lead Consultant</b>	Ensure the smooth running of a range of projects; assign, draft review and approve proposals; act as a primary point of contact for prospective and current clients; and supervise and support Consultants.	85,000.00	100,000.00	51.08	60.10	1.00	
<b>4: Principal Consultant</b>	Conduct and identify business development activities and leads, advise on projects as needed; may lead specific projects based on their area of expertise; review and provide inputs on final project deliverables; supervise and support Lead Consultant, Administrative Coordinator and Comms Specialist	120,000.00	134,000.00	72.12	80.53	2.00	

**Notes:**

- Hourly rate is based on a 4 day work week at 8 hours per day Monday to Thursday (32 hours per week)
- All new hires starts at the starting salary of their pay band (starting salaries and benefits are non-negotiable)
- Salary increases or bonuses for employees will be based on organizational overall performance and financial health and will be the same % or \$ values for each employees within the same pay band
- Independent contractors are hired on a as needed or project by project basis and are not classifieds as employees