Position Open
Temporary Part-Time Communications & Data Assistant
Kellogg School of Management, Public-Private Initiative (KPPI) / Social Impact
Pay: $19/hour
Schedule: 20 hours/week (flexible scheduling)
Start Date: 10/1/20 - **End Date:** Open Ended

Temporary Job Description:
Assist Kellogg's Social Impact team with communications, data, and administrative work primarily in support of our programs on impact investing.

This will focus on but is not exclusive to: planning and preparation for the annual Kellogg-Morgan Stanley Sustainable Investing Challenge and work on various projects related to the Impact & Sustainable Finance Faculty Consortium.

Every year, the Kellogg School of Management and Morgan Stanley partner to host the KMSSIC Challenge in which teams of graduate students from around the globe develop and pitch creative financial approaches to tackle our world's most pressing challenges in areas like water, energy, food, social mobility, climate change, education or healthcare, among others.

The Impact & Sustainable Finance Faculty Consortium is comprised of faculty who teach impact and sustainable finance courses at colleges and universities around the world. We are currently building out an online membership platform and, each year, we host a convening here at Kellogg that focuses on shared learning by the attendees, discussing the newest developments and research, and collaborating across institutions and continents to elevate and propel forward the field as a whole.

Job Duties:
- Create, maintain, proofread and produce clear communications and materials
- Update, administer and support the strategic development of customer relationship databases and administrative record databases
- Assist with preparation of post-event reports, analyses and summaries
- Contact and correspond with facilities and suppliers as necessary
- Monitor and respond to email
- Assist in tracking event contracts, sponsorships and proposals
- Assist with the creation and sending of follow up letters and surveys for each event
- Create and send reminder notices to conference attendees
- Manage communication with finalists, judges and attendees as necessary
- Maintain accurate and organized files for and following the event
- Other duties as assigned

Qualifications/Skills Required:
- A bachelor's degree or the equivalent combination of education, training and experience
- Conference planning experience or project management experience preferred
- Experience with CRM and Data systems a plus
- Excellent communication skills, attention to detail and ability to work on a team
- Ability to prioritize task lists and manage multiple projects at the same time
- Comfortable and competent in interacting with professionals around the world

To apply: Send email with resume and cover letter to socialimpact@kellogg.northwestern.edu
No calls, please. Not all inquiries will receive a reply or response.