

## **Criterion Institute**

**Position Description:** Program Assistant

**Goal start date:** December 1, 2018

**Location:** Remote

### **Organization Description:**

Criterion Institute is the leading think tank focused on using finance as a tool for social change. We work with social change-makers to demystify finance and equip them with the knowledge and skills to engage with and shift financial systems. We also work with financial actors, supporting them with tools and resources to better incorporate data on social issues, with close attention to gender patterns, into the structures, processes and analysis of their investment strategies.

We are working towards a future where the power of our financial systems is widely used for social good. Our work is informed by our values of grace, hospitality and the power of invitation. Culturally, Criterion Institute is a collaborative, inquisitive and fast-paced place to work. Team members might spend one day connecting with leaders of capital markets in Asia, and the next day facilitating a meeting of community organizers in Milwaukee. We work across a breadth of sectors, industries and geographies all focused on finance as a tool for social change.

As has been the case for over fifteen years, the Criterion team works in a virtual office environment – from home offices or urban hubs. All Criterion staff members are provided with sufficient equipment to set up a home office and are expected to work collaboratively and independently.

### **Position Description:**

We are seeking an ambitious and organized Program Assistant to join our team. As Criterion Institute scales as a nonprofit, we are at a critical point for the organization – one that requires maturity, multitasking, focusing on a diverse set of activities, eagerness to learn, and the ability to think broadly and act strategically.

At a high level, the Assistant will play a three-pronged role within the Criterion team. Our new team member will assist our programs through coordination, content development and logistical support. Second, the individual will work to amplify Criterion's message through developing, organizing and compiling materials for external communications. Finally, the role will be responsible for internal data management and documentation.

#### **Programmatic Responsibilities**

- Draft presentations, slide decks and visual representations of Criterion processes and methods
- Support in writing and editing research publications including white papers and blogs
- Coordinate program activities and logistics around events hosted by Criterion Institute
- Support the team in remote offices by working with technology vendors and coordinating systems ensuring they can function efficiently
- Print copies, order supplies, and provide administrative support to programs as needed.

### **Communication Responsibilities**

- Support the update, reorganization and maintenance of our website; transfer content, review navigation and test links
- Develop brand appropriate collateral for our various programs and projects
- Assist with the development and publishing of communications pieces such as newsletters per Criterion's editorial calendar
- Support development and maintenance of publicity, research opportunities, and other materials that support fundraising efforts
- Manage current and continue to build social media activities

### **Data Management & Documentation Responsibilities**

- Support updates and improvements for Criterion's KMS (Sharepoint) and other systems
- Manage relationships and tracking using Salesforce and in capture research interests and communications efforts for both donors and Criterion's extended network
- Document and communicate Criterion's internal practices

### **Requirements:**

- Two years' experience working in similar position.
- Familiarity with impact investing space and financial systems.
- Strong technical skills including proficiency of Salesforce, Google Apps, Wordpress, and Microsoft Office 365 as a user. Systems administrator experience a plus.
- Demonstrated record of successful communication strategy, strong writing skills, network interactions, proposal preparation, and successful synthesis of broad ideas into easily digestible information.
- Thoughtful and deliberate commitment to social change; comfort with and attraction towards innovative approaches
- Comfort with engaging with and understanding the complexity of Criterion's various audiences and making connections between donors, partners, and projects.
- Intellectual depth – including ability to process and communicate complex ideas
- Clear ambition and eagerness to perform at a high level – willing to take on challenges and navigate through ambiguity to get to insights

### **How to Apply:**

Send resume and cover letter expressing your interest in our mission to [info@criterioninstitute.org](mailto:info@criterioninstitute.org).

Inquiries without a cover letter that demonstrates a knowledge of our mission and a clear statement of how our mission aligns with your goals will not be considered.

**Priority will be given to applicants that live within a 100-mile radius of Haddam, CT.**

**Updated: 10/25/2018**