Overview:
The Center for Social Impact Learning (CSIL) is a premier action learning and research institution focusing on the social impact of business and financial investment, specifically in the areas of social enterprise and impact investment management and mainstream business perspectives and decisions regarding the long-term impacts of today’s actions. CSIL serves a full spectrum of budding social entrepreneurs offering them valuable and practical learning experiences as well as a launch-pad for an impact driven career.

The CSIL Strategic Initiatives Coordinator will work alongside the Associate Director of Strategic Initiatives and CSIL Director to support key operations including CSIL special events and the expansion and nationalization of the Ambassador Corps program. The ideal candidate will work well in a fast-paced environment, be self-motivated, collaborative, results-oriented, and highly competent in administrative detail and data management.

Responsibilities include:

- Oversee administrative, logistical, and budgeting support needs including but not limited to:
  - Creating reimbursement vouchers for students, staff and AC participants
  - Handling room reservation and media support booking needs;
  - Coordinating logistical details for CSIL/CSIL Hub events.
- Provide programmatic support in the Ambassador Corps digital storytelling initiative.
- Assist in managing the data flow for various recruiting phases of the Ambassador Corps program.
- Profile past and future Ambassador Corps participants.
- Manage the CSIL Advisory Council student/mentorship initiative.
- Assist with research for the competitive analysis of the Ambassador Corps program.
- Act as the lead manager for the CSIL hub space including but not limited to:
  - Open Hub office hours
  - Integrating the Innovation Incubator mission into the CSIL Hub functions
  - Hosting Special Hub events and workshops
  - Organize and maintain the CSIL Hub space to remain a collaborative work space

Preferred Qualifications:

- Experience in a fast-paced, people-oriented environment
- High proficiency in excel and data management
- Outstanding interpersonal and administrative skills
- Excellent written and verbal communication abilities
- Ability to organize and motivate students

15-20 hours per week; flexible hours

To Apply: Please send a cover letter, resume, and twitter handle to Annie Makela at mmakela@miis.edu. Use “Strategic Initiatives Coordinator” as the subject line.

Learn more about CSIL: go.miis.edu/csil