

Social Innovation Programs Summer Assistant

Description:

The KLI Programs Assistant will work with Gemma Bulos, Director of Social Innovation and Impact (direct supervisor), Scott Sherman, Senior Director of Social Innovation and Co-curricular Programs and additional KLI staff, on the publicity (emails, flyers, press releases, etc.), planning, and facilitation of Social Innovation and Civic Leadership Programs for the Kravis Leadership Institute. This position is open to all CMC students. The position requires approximately 10-30 hours per week during the summer.

Requirements:

- Demonstrated interest in/experience in leadership and/or social innovation and/or entrepreneurship.
- Outgoing and energetic personality.
- Comfortable working alone and as part of a team.
- Creativity, flexibility, and out of the box thinking are a plus.
- Commitment to fostering and maintaining an inclusive culture.
- Desire to use and expand event planning skills are essential.
- Self-starter, entrepreneurial spirit is strongly preferred, given that many of these programs are new and/or in development.
- Strong communication and organization skills are essential.
- Awareness of strengths and weaknesses as a team member is necessary.
- Participation in KLI events and meetings is expected.
- Proficiency in MS Word, Excel, and PowerPoint is required.
- Proficiency in design software, such as Adobe InDesign or Illustrator, is a welcome addition.
- Familiarity with Asana program management software or Salesforce or other CRM platforms a plus but not required.

Job Responsibilities:

- Help develop, design, facilitate, and evaluate programs and events for KLI leadership and social innovation events and programs.
- Assist with program correspondence and communications.
- Assist with tracking CMC student involvement and participation in events and programs.
- Research best practices for co-curricular programs at key liberal arts colleges.
- Assist in the development of marketing materials for all events and programs.
- Recruit students to attend events and programs.
- Assist with evaluation of events and programs after completion, including summary documentation.
- Provide general office support, including photocopying, phone calls and faxes as necessary.
- Attendance of regular meetings and other duties as assigned by the Director for KLI's Social Innovation Initiatives.

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Employment is contingent upon new employee providing documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States.