

Junior Associate / Associate

SDK Strategic Services

Minneapolis, MN

Position Type: Part-Time (approximately 10 - 15 hours/week), Non-Exempt

Pay Range: \$30 to \$50/ hour depending on starting level and qualifications

Location: Hybrid position requiring in-person work for team meetings at the SDK office: 400 South 4th Street, Suite 401, Minneapolis, MN 55415. Additional in-person days, such as supporting client events, may be required based on client needs.

About SDK

SDK is a management consultancy that provides clients with community-informed research, engagement-driven planning and change-minded management for clients. Our work most often supports clients working in topics related to technology, environment, health and technology – always with a focus on helping clients work in new ways that are more circular, collaborative, and designed for how people understand policy today. Our clients include high-profile projects with state and local governments, healthcare providers, foundations, and others.

Mission: SDK helps clients turn high-stakes challenges into fair, actionable change communities trust under scrutiny.

Learn more about SDK's mission, values, and projects at sdkstrategicservices.com.

About You

SDK is hiring a Junior/Associate to play a critical role in our dedicated team. The person who excels in this role:

- is self-directed, effectively managing their time and holding themselves and others accountable to deliver quality products;
- earns trust and respect from people of all backgrounds, identities, and experiences;

- understands that the biggest contributions are often made by attending to the smallest details in service to the organization;
- is naturally curious, able to ask questions and dig deeper into topics, and is a critical thinker able to see issues from all sides; and
- is an excellent communicator and strong collaborator with experience in project coordination, research, public policy, or community engagement.

The Position

The Junior / Associate is critical to the daily operations of SDK, responsible for providing project management support to the SDK Team, executing research and writing projects, and contributing to the promotion and growth of SDK.

What you will be doing:

- Project Coordination
 - Independently execute project tasks and other project components assigned by the SDK Team.
 - Participate in regular team meetings to track project and business progress.
 - Conduct outreach and community engagement, including organizing open houses and tabling at events. Interact with the public to gather input for client projects.
 - Manage technology for high-profile virtual meetings.
 - Track news coverage of policy issues. Develop weekly summary of clips to provide key updates to the SDK Team and clients.
 - Support the development and management of outreach and community engagement lists. Regularly update information in SDK's customer relationship management (CRM) tool.
 - Track projects using project management software, including assignments and deadlines. Maintain Monday.com boards for assigned projects, including tasks assigned to others.
 - Support documentation of projects, maintaining documents and files in SharePoint using SDK file naming and saving conventions.
 - Consistently demonstrate good judgment by safeguarding confidential and sensitive information through appropriate use of discretion and protective measures.
 - Support Founder +Principal Consultant's participation in internal project meetings and external client meetings. Take meeting notes.

- Research and Writing
 - Contribute to research projects by conducting online searches, media scans, document reviews, and related research.
 - Track community engagement data, community concerns, and beliefs.
 - Contribute data collection, coding and analysis for literature reviews, policy scans, qualitative research and related methods.
 - Draft clear and concise content for client materials in accordance with task assignments and project workplans.
- Organizational Development
 - Contribute to business development by identifying relevant requests for proposals and other business development opportunities. Use project management software to track the development and submission of proposals.
 - Draft and/or assemble SDK promotional content for newsletters, LinkedIn, and other communications.
 - Design and implement a competitive intelligence process to gather and share information on technology and other topics to help SDK stay on the forefront of emerging topics in market areas.

Qualifications

Required qualifications, skills and experience:

- Bachelor's degree in communications, sociology, political science, public policy, public health or related subject area.
- A minimum of one to two (for Junior Associate) or four years (Associate) of experience in project management/coordination, community outreach or organizing, or other relevant experience.
- Demonstrated ability to be self-directed and execute assignments on time.
- Knowledge of when to ask questions and seek clarity and when to independently solve problems.
- Comfort using and leveraging technology to manage projects, tasks and workflows, and desire to learn about and use emerging technologies (e.g., AI).
- Experience providing excellent customer service and a commitment to providing quality products and services. Ability to develop trusting relationships with internal and external customers.
- Demonstrated ability to write in a clear, concise, organized, and convincing manner for the intended audience, from in-depth reports to tweets.
- Deep commitment to contributing towards public trust and maintaining the integrity of SDK and its clients through transparent, accessible and equitable processes and displaying high standards of ethical conduct.

- Ability to collaborate with public sector organizations to achieve client goals, with a commitment to professional neutrality and nonpartisanship, and avoiding personal advocacy.
- Understanding of how to work with public sector clients
- Ability to identify your own learning needs, ask clarifying questions, and proactively seek feedback to support continuous quality improvement and professional growth.

Preferred qualifications, skills and experience:

- Knowledge of or experience working in federal, state (Minnesota), or local government structures and cultures.
- Experience with Microsoft Office Suite, customer relationship management technology (HubSpot), and project management software (Monday.com).

Compensation

The salary range is \$30 to \$50 per hour DOQ. The role provides flexible scheduling and safe and sick time.

How to Apply

This position requires impeccable attention to detail. Please follow the instructions exactly.

- Send an email to Accounts@sdkstrategicservices.com
- In the body of the email provide a brief, no more than five sentence, statement about why you are primed to excel in this role from day one.
- Include three items:
 - Resume
 - Links to relevant social media (e.g. LinkedIn, blogs, Twitter)
 - A writing or project sample (if sharing a project sample, please note your role in the project)

Applications will be reviewed as they are received. Apply early to ensure consideration.