

The Sustainable and Impact Finance Initiative (SAIF) on the Haas Campus helps create leaders who use impact investing and sustainable finance to drive positive change and opportunities. SAIF is part of the Office of Sustainability. We are seeking a **SAIF Partnership and Event Coordinator** to help us with our operations for the **2024-2025 school year**.

Our successful program assistants are self-starters, tech savvy, clear communicators, critical thinkers, and inquisitive. Student Assistants provide support to SAIF staff with a focus on a few projects, as well as some help with general operations of SAIF. **The main support needed for the Fall semester will be recruiting firms to participate in the Climate and Impact Investing Practicum, as well as to help plan the Climate Solutions Fund Pitch Day in November.**

Although not a traditional office admin position, a willingness to jump in when needed is also important. Sometimes tasks such as creating social media posts, blog posts or other multimedia content, and staffing SAIF events is required. General Student Workers will all be given the opportunity to accept tasks on an ongoing basis based on their skills (or skills they wish to learn) and availability. Applicants are not expected to have knowledge/experience in all skill areas but experience with a special skill (eg. Wordpress, Canva, Salesforce or Hubspot) is desirable.

The duties listed below are shared and produced with the training and supervision of SAIF staff.

Possible Duties:

- Work with systems like Salesforce.com and WordPress
- Help plan events by proactively reaching out to potential speakers and communicating with attendees, forming relationships with alumni, day-of staffing support, etc.
- Emailing impact investment firms and updating them about SAIF
- Create and publish content across multiple social media channels.
- Research, write and publish content for our website, blog, newsletters and brochures.
- Create graphics and videos as multimedia collateral supporting our programs.
- Create or update presentations that convey our messages to our alumni.
- Perform online research that is on-topic and applicable for the Institute's audience

Assistants report to the SAIF Program Director, but work closely with other staff to meet critical deliverables. Academic year placements are 5-15 hours per week. Hourly pay is \$27.

Posting Qualifications:

- Experience with Google Apps and Salesforce.
- Experience with event planning or graphic design (Canva) is a plus.
- Experience working with online platforms like Wordpress, medium.com, and popular social networking sites are a plus.
- Interest in sustainable and impact finance is a plus

Please submit your resume and cover letter to Megan Morrice at megan.morrice@berkeley.edu