



Program Associate, Part-time

About the Council for Inclusive Capitalism

The Council for Inclusive Capitalism is a global business-led nonprofit organization committed to creating a more inclusive capitalism that delivers long-term value for all stakeholders by improving conditions for people, planet, prosperity, and principles of governance. Our organization is working with global leaders and their organizations to drive behaviors and establish concrete goals and measurements to foster greater inclusivity in economic growth and achieve the Sustainable Development Goals (SDGs).

The Position

The Program Associate will play a pivotal role in providing research, analysis and coordination support to a small dynamic team while supporting the Director, Programs & Partnerships in liaising with a broad range of senior stakeholders in support of the Council's Inclusive Capitalism workstreams and major convenings. **This is a part-time position with a possibility of growing into a full-time position at a later date.** To be successful in this role, the ideal candidate will need to have exceptional research, written and oral communication skills, a strong work ethic, be flexible and collaborative, and have an entrepreneurial, solutions-oriented mindset. The position will be based in New York City or Washington, DC. The position is currently entirely remote and is expected to provide for the ability to work remotely with some regularity in the future.

Key Responsibilities:

General

- Support the Director of Programs & Partnerships and CEO in building strong relationships with executive and other key offices of our stakeholders and foster their continued engagement in the work of the Council for Inclusive Capitalism.
- Manage coordination of scheduling and logistics for meetings and events.
- Manage tools such as trackers and reports to project manage outreach, engagement and projects.
- Work with the Director to identify appropriate partners and develop impactful strategies to execute the Council's Programs- and content-related work.
- Research and draft briefings as needed to curate thought leadership content for the Council's work and meetings
- Research and write memos, reports, and briefings related to the work of the Council, including related to the 4 IBC pillars (People, Planet, Prosperity, Principles of Governance) and advancing the SDGs.

- Draft materials related to the Council's thought leadership work, including presentations, letters, proposals, memos and meeting minutes.
- Contribute to ideas and programming content for strategic events to further collaborative work with our stakeholders and allied organizations.

Workstreams & Dialogues

- Support the Director of Programs & Partnerships and Programs Manager in researching and developing content for the Council's workstreams and periodic dialogues with Council members and external stakeholders.
- Manage trackers and reporting to ensure workstream development is organized, effective and prioritized as necessary.
- Support the Director of Programs & Partnerships and Programs Manager in providing research and content related to workstream and Council dialogue objectives, deliverables, workplans, and deliverables.
 - Workstreams are months-long collective action initiatives on which the Council partners with its members and experts to mobilize measurable progress toward inclusive, sustainable, and fair capitalism. In 2021, we facilitated the [Just Energy Transition Workstream](#) and released the Just Energy Transition Framework for Company Action.
 - The Council convenes periodic dialogues with Council members on topics related to Inclusive Capitalism that require substantive ideation, research, and development of content to guide dialogue discussion and outcomes.

Skills & Qualifications:

- Bachelor's degree or higher in a relevant field of study
- Minimum 2 years of relevant experience (as part of an advanced degree or work experience) in research, content development and program coordination
- Exceptional research, analysis, and written and oral communication skills
- A background in nonprofits, international business, finance, or public policy is a plus
- An understanding of the demands of working with a variety of stakeholders, particularly with senior leadership. Experience working on multi-stakeholder efforts is desirable
- Experience working with Salesforce is preferred
- Takes initiative and works well as part of a team
- Efficient and creative problem-solver
- Superior attention to detail
- Strong multi-tasking and organizational skills
- Professional and effective interpersonal communication skills

If interested in working for the Council for Inclusive Capitalism, please forward a resume along with a cover letter explaining your interest in our organization to careers@inclusivecapitalism.com

with Program Associate in the subject line. Applications without a cover letter will not be considered.

The Council for Inclusive Capitalism is an equal opportunity employer and prohibits discrimination of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.