

SDK is driven by purpose. Trust in the public sector is fractured, yet its role is more consequential than ever. The public sector is tasked with helping communities recover from a once-in-generations pandemic; creating equitable programs and systems that deploy unprecedented investments to reset infrastructure for the future and combat climate change; and imagining a future of public information and engagement for the post-truth era.

SDK supports public sector clients through these transitions by providing unmatched strategy, planning public engagement and communication services on a broad range of topics – from broadband and healthcare, to transportation and the environment. SDK is a growing firm looking to add three interns to our nimble team. Our work is grounded in our mission and values.

Mission: SDK helps shape the trusted, innovative public sector of the future through transparent processes, true engagement and clear communications

Values:

Lift Others. Creating inclusive and welcoming teams and projects means highlighting the positive contributions around us. Lifting our partners and team members. Contributing to lifting the communities we help serve.

Clarity is Kindness. SDK is a strategy firm that draws on the tools of process design, communications and engagement. We bring clarity to complex issues and help public voices shape direction. We speak with honesty and sincerity, and we expect the same in return.

Always Learning. SDK supports and informs diverse policy topics and agencies. We're always bringing smart questions and fresh eyes to every client-engagement. We're always learning and loving it.

Shine Bright. When we make great contributions, we're excited and unafraid to share that work. We love to make our partnerships and collaborations shine and ensure everyone wins.

Pace Setters. At SDK, we work hard and we play hard.

Simplicity With Substance. Our work makes complex policy accessible, but we never talk down to people. We respect and value community knowledge and policy details, and our work thoughtfully bridges the two without getting cute or compromising quality.

Are you the Associate we're looking for?

SDK is hiring an Associate to play a critical role in our growing team. You might be a great fit if:

- You are a person of impeccable integrity who earns trust and cares for relationships.
- You are a self-starter who sets the pace in any team.
- You are enthusiastic about the mission and make your best contributions sweating the tiniest details to help the team.
- You speak and write accessibly and clearly. You know great work is about the feelings we spark in others, not an exercise of ego.

About the Role:

The person in this position provides critical support to the SDK Team by executing assigned outreach, research and writing projects. Specifically, this role is responsible for:

- Conducting outreach and community engagement, including organizing open houses and tabling at events, and interacting with the public to gather input on client projects.
- Drafting clear and concise content (e.g. social media posts, newsletter articles) for client materials based on workplans and direction.
- Contribute to research projects by conducting online searches, media scans, document reviews and related research.
- Track news coverage of policy issues on a regular basis to provide key updates to the team and clients.
- Draft and/or assemble SDK content to support newsletters and other communications.
- Support effective meeting facilitation through collecting notes.
- Track community engagement data, community concerns and beliefs.
- Other duties as assigned.

Must-Have Qualifications

- Naturally curious, able to ask questions, dig deeper.
- Enthusiastic – a can-do attitude, willingness to work hard and learn.
- Accountable, willing to take full responsibility for your work.
- Strong organizational skills, managing multiple competing deadlines with attention to detail.
- Ability to balance asking thoughtful questions for clarity and self-management to execute assigned tasks on time.
- Clear team communication and ability to keep executives apprised of project progress.
- Minimum 2 years communications, outreach, organizing or other relevant experience.
- Commitment to contributing toward public trust through transparent, accessible and equitable processes – each day living the SDK mission and values.
- Excellent writing skills.

- Excellent customer service and attention to relationship-building.
- Bachelor's degree in Communications, Political Science, Sociology, Public Health or other relevant subject area.

Even Better If You Have:

- Knowledge of Minnesota state and local government structure and culture
- Experience with Microsoft suite, customer relationship management technology, online facilitation tools, Customer Relationships Management (CRM) systems and project management software.

What You Can Expect From Us:

This is an excellent opportunity for someone new to public affairs to learn about diverse issues in a fast-paced and growing environment with exposure to firm leadership. We offer:

- The opportunity to contribute to compelling projects and engage with diverse people.
- Competitive salary (\$45k - \$58k DOQ)
- Flexible / Hybrid schedule after on-boarding (30 days), assuming level-appropriate, on-time delivery of work products.
- Team learning opportunities.
- Generous PTO schedule
- Paid holiday leave (Dec. 25 to Jan. 1)

Want to Apply?

Great! We're excited to hear from you. The position will be open until Sept. 20, 2023, but interviews will begin immediately.

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

- Send an email to Hello@SDKcommunications.com
- Include three items: Resume, an amazing writing or project sample, and links to relevant social media (e.g. LinkedIn, blogs, Twitter)
- In the body of the email provide a brief (5 sentence) statement about why you're primed to excel in this role from day 1.