

We're breaking the mold. SDK is a new generation of consulting firm that shapes the direction of policies, projects and systems. We do this by building public voices and transparency into the work from day one.

Our processes marry best practices of design thinking and change strategy with tried-and-true research, communications and public engagement know-how. Our individual products are deceptively, elegantly simple – meeting designs; engagement processes; bold visuals; interactive websites and more. Yet we produce frames and strategies that fundamentally change how clients and people see issues.

SDK clients include high-profile projects and innovative agencies, foundations, nonprofits and more.

Mission: SDK helps shape the trusted, innovative public sector of the future through transparent processes, strong partnerships, 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.

Our aim is audaciously earnest: We do honest work that moves clients forward. SDK makes complex policy accessible to people and captures public priorities and perceptions in equally accessible ways. Then, we leverage the insights of community-informed research and our unique, customizable strategy process to shape what's next.

Are you the Information Technology Specialist we're looking for?

SDK is hiring an Information Technology Specialist 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 asks good questions and own your role in team efforts.
- You make your best contributions sweating the tiniest details to help the team.

About the Role:

SDK is small Public Affairs firm able to serve large clients and projects in part because of our innovative tech stack. Our Information Technology Specialist will provide critical assistance to the SDK team by organizing, operating and managing a variety of customized technology tools and off-the-shelf systems used in innovative ways. Specifically:

Programming, managing, and troubleshooting SDK's technology tools to help us serve and reach clients by:

- Organizing and managing lists in our CRM system
- Producing Zoom and Teams events, polls or other online sessions for 15 to 40 people, typically
- Program and organize survey technology
- Manage SDK website

Familiarity with these or similarly functioning systems is required; specialist certifications in most or all is preferred.

Must-Have Qualifications

- Naturally curious, able to ask questions, dig deeper.
- Enthusiastic – a can-do attitude, willingness to troubleshoot 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.
- Minimum 2 years experience in the Information Technology Field
- Excellent customer service and attention to relationship-building.

What You Can Expect From Us:

This is an excellent opportunity to work 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.
- This is a part-time, contract role. (\$60 - \$70 /hr DOQ).
- Interest in being part of the team. This is a small role, but we'd love to find someone who wants to partner with SDK for the long run.
- Commitment to client experience. This role may have some interface with SDK clients, depending on the person. We want all client-facing contributors to be committed to a quality client experience.

Want to Apply?

Great! We're excited to hear from you. The position will be open until Jun 15, 2023.

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

- Send an email to Hello@SDKcommunications.com
- Include three items: Resume, an example tech tool you've programmed and 1 to 2 paragraphs on your contribution to the example, and links to relevant social media (e.g. LinkedIn, blogs, Twitter)
- Include Resume, and 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.