

ROLE DESCRIPTION: Emzingo Brazil Program Associate Consultant

About Emzingo

Emzingo aims to inspire the next generation of responsible leaders, prepare individuals to seize global opportunities, and connect business to society. We use social impact projects and a leadership development curriculum as vehicles to transform individuals. Through the NexGen Fellowship Program, the Global Impact Fellowship, and our Impact Learning Treks, Emzingo Fellows enhance business and entrepreneurial skills, gain a deeper understanding of the social sector, and become more reflective and self-aware.

Emzingo aims to be a top global leadership development firm and a partner of choice to improve the organizational capacity of the social enterprises we work with. We are looking for a Brazil Program Associate Consultant in Rio de Janeiro, Brazil, to help run our current programs and position Emzingo for continued growth.

Role Description

The Program Associate Consultant will join Emzingo on a contract basis to design, develop and execute our Global Social Impact program in partnership with the World Bachelor in Business Program at the University of Southern California, as well as the Social Innovation Trek in partnership with IE Business School.

The Global Social Impact program is a customized course developed with USC that combines a full semester of content along with a virtual field project with a social enterprise based in Rio de Janeiro. The course culminates with an in-country immersion experience scheduled from May 14-22, 2017, where students meet their field partners in person, participate in cultural activities, workshops, and prepare to deliver their final presentations.

The Social Innovation Trek is a learning journey developed with IE Business School to provide an immersion experience for MBA students. During the week-long program at the end of May 2017, students will participate in workshops, guests speakers, and cultural activities that will provide them an understanding of social innovation in Brazil. A core part of the experience will be a social innovation challenge that they will work on for a local field partner over the duration of the trip.

This person will be part of the program team for both of these experiences and will have the following responsibilities:

Program Management

- Assist in designing and developing the course curriculum, schedule and content with a focus on the in-country immersion experience
- Execute program curriculum with appropriate partners and content providers
- Facilitate regular project meetings and updates with participants, provide coaching when necessary and access to additional resources
- Manage logistics and coordination of housing, transport, communications, group activities, and program venues, while negotiating group deals with appropriate vendors
- Act as liaison between participants and various stakeholders during program periods
- Identify ways to cut costs and gain efficiencies with operations and logistics matters
- Manage program feedback from participants
- Be part of regular client update meetings and be available to address any issues that may arise during the program

Field Partner Development

- Identify and evaluate field partners, working closely with innovative social enterprises, non-profit organization, and social impact projects in Rio de Janeiro
- Work with field partners to diagnose, design, develop and scope projects with clear project objectives, expected deliverables, timing and implementation plans
- Act as a client relationship manager between organization and participants, address any issues that arise during the program, and review/evaluate deliverables during the program
- Manage feedback process from partners

Partnership Management

- Identify and assess relevant organizations with presence in Brazil as potential partners and approach accordingly
- Present partnership pitches to potential partners
- Manage relationship with partners once they are on board
- Reach out to new potential partner organizations to provide mentors and coaches
- Assess, identify, and coordinate with mentors and coaches and manage assignment to participants

Anticipated Deliverables and Time Commitment

The Program Associate Consultant will be contracted for a 7 month period from November 1, 2016 until June 1. After this period Emzingo would consider re-evaluating and/or extending the contract depending on needs and mutual interests.

Deliverables anticipated for the Global Social Impact course:

- Identify, source and scope 12 potential projects to be matched for student teams
- Identify and manage pool of mentors for project teams
- Create program management plan to track projects, and engage/coach student teams
- Design, develop, and manage in-country experience
- Compile an evaluation report using inputs from students, field partners, program stakeholders and university representatives

Deliverables anticipated the for Social Innovation Trek:

- Identify, source and scope a social innovation challenge with a field partner
- Design, develop and manage immersion experience
- Compile an evaluation report using inputs from students, field partner, and program stakeholders

Estimated consulting days:

The Program Associate Consultant will be expected to dedicate approximately 2 days per week or 8 days per month over the 7 months for a total of 56 days. The consultant can manage their own schedule and have flexibility around when the work is executed. We would co-create a project timeline to understand when the commitment would be necessary, but we estimate heaviest need in November/December and April/May.

Qualifications

Skills - Required

- Ability to manage multiple projects simultaneously
- Strong presentation and facilitation skills
- Ability to engage a broad and diverse set of stakeholders
- Comfortable working and communicating with different audiences and can persuade others to action
- Strong understanding of Brazilian business, politics, and culture
- Ability to work under pressure and meet tight deadlines
- Comfortable working within uncertain and ambiguous environments
- Ability to work autonomously and is self-directed

Skills – Preferred

- Strong quantitative skills and ability to manage budgets
- Experience and ability to work in a virtual team
- Experience managing other members of a team

Experience

- Bachelors degree required, Masters preferred, 3+ years of work experience in one or more of the following areas: entrepreneurial setting, non-profit, management consulting, corporate operations, program management
- Permission to work in Brazil required
- Fluency in Portuguese and English required

Personality

- Outgoing, with an ability to build relationships, and is team oriented
- Must have a passion for leadership development and for social impact
- Enjoys learning new things, problem solving with limited resources
- Comfortable with embracing the unknown, flexible to move where most needed
- Likes to work with and learn about other cultures

Compensation

Compensation for the role would be paid at a daily rate, and would be commensurate with experience.

If interested, please contact Ramon Marmolejos at ramon@emzingo.com.