



Job Posting Social Justice Fellow

Employment Type: Full-Time (40 hours per week) (Pacific Time Zone)

Salary: \$20.00 per hour

Location: Remote

Benefits: Full

Company Description

Adasina Social Capital is an investment and financial activism firm that believes that community-sourced impact data should set the standards for how publicly traded companies participate in racial, gender, economic, and climate justice. Our diverse team of people from non-traditional backgrounds works closely with the communities we intend to impact – aligning investors with social justice movements. In addition to managing investment portfolios, Adasina mobilizes investors to drive long-term impact through industry campaigns and education.

Job Summary

The Social Justice Fellow (SJF) will work primarily with the Adasina Strategy Team, which is responsible for creating Adasina's financial products and strategies designed to integrate social justice goals into public market investments and mobilizing investors to support social justice movement goals. The SJF will directly and primarily support the Social Justice Strategist (SJS). The SJF also supports the Chief of Staff to the CEO (CoS) and other members of the Strategy Team with the administrative tasks associated with their work.

Details of Role

SOCIAL JUSTICE STRATEGY SUPPORT & COORDINATION (40%)

- Assist in the creation and maintenance of project timelines for the SJS, including
 - Manage multifaceted projects and scopes of work, including the Extractive Agriculture Campaign and upcoming creation of a Social Justice Impact Database
 - Maintain planning documents, including those used to track Social Justice Partners and key campaign goals, updated with the most recent activity and up-to-date marketing language
- Assist the SJS in managing relationships with Social Justice Partners, including
 - Communicating with Social Justice Partners and project partners on behalf of the SJS
 - Engaging and evaluating potential new social justice partners
 - Creating and coordinating contracts and agreements with social justice data partners



- Assist the SJS in conducting all public-facing activities required for social justice investor campaigns and investment industry transformation work, including
 - Engaging in corporate and investor outreach
 - Signing, submitting, and tracking external investor statements on behalf of Adasina
 - Tracking Adasina investor engagement and impact for future impact reporting
 - Engaging with investor networks and industry coalitions
- In collaboration with the CoS, assist the SJS with all public facing responsibilities and communications, including
 - Posting, tracking, and coordination of Adasina Investor Statements and Impact Data Sets
 - Preparing the SJS for public speaking engagements
- Work with the SJS to track and coordinate shareholder proxy voting for Adasina investment products and strategies
- Work with Strategy Team to implement strategic campaign and investment goals by coordinating between the SJS, other Strategy Team Members, and Social Justice Partners, including conducting research related to social justice criteria, social justice partners, and other relevant subjects

ADMINISTRATIVE ASSISTANCE (50%)

- Actively manage high-volume email inbox and calendar for the SJS
- Proofread, professionally format, and maintain file organization for documents in G Suite
- Create agenda, take notes, and perform task follow-up for multiple Social Justice Team and partner meetings, including:
 - Tracking deliverables for SJS following meetings, discussions, calls, emails, etc.
 - Updating relevant stakeholders, staff, and partners on status of ongoing projects
- Provide coordination and administrative support for Adasina community events
- Assist Investment Strategist with creating agenda and taking notes for multiple Portfolio Management Teams (bi-weekly and monthly) and Adasina Social Justice Index Investment Committee meetings (semi-annually)
- Assist Social Justice Strategist with creating agenda and taking notes for Stewardship Circle (bi-annually)

GRANT FUNDING ASSISTANCE (10%)

- Assist CoS with receiving and managing grants from foundations, including
 - Writing proposals and completing applications to receive grants that fund Adasina's social justice work
 - Writing reports and submitting all materials required to fulfill Adasina's grantee reporting obligations to funders
 - Receiving and tracking contributions to a charitable fund that supports Adasina's social justice work.
 - Allocating, disbursing, and tracking funds designated social justice partners

Requirements

- Demonstrated interest in social justice, impact investing, project management, and communications
- 1-2 years of relevant experience
- Strong written and verbal communication skills
- Ability to work with a diverse range of staff and partners
- Strong organizational skills and time management abilities; capacity to prioritize competing responsibilities for self and others



- Natural high attention to detail and consistent commitment to accuracy.
- Basic understanding and/or experience with social justice organizations and causes
- Willingness to learn new skills and systems and to collaborate in other areas as needed
- Knowledge of G Suite

Preferred Qualifications

- Experience with web marketing programs like Mailchimp, Squarespace, or Wordpress
- Customer relationship management database (Salesforce) experience
- Experience in community organizing or developing and managing relationships with diverse groups of people aligned with progressive movements for social change
- A basic understanding of investing or finance is useful, but not required

How to Apply

To apply, please submit your resume and a short cover letter explaining your qualifications and why you are interested in the position to apply@adasina.com. Please have the subject line of the email read "Application for SJI Fellow_[Your Last Name], [Your First Name]." Applications will be accepted until the position is filled and will be reviewed on a rolling basis.

Adasina is committed to creating and maintaining a diverse workplace that reflects our progressive values and the communities for which we seek justice. Women, BIPOC, and LGBTQ+ candidates are strongly encouraged to apply. Investment management and financial services are a highly regulated industry, therefore all applicants must respect confidentiality, adhere to the firm's Privacy Policies and Code of Ethics. Pursuant to the California Fair Chance Ordinance, Adasina Social Capital will consider for employment qualified applicants with arrest and conviction records.