

Economic Impact of COVID-19 – Project Manager Position

Last Updated (5/12/21)

Professors Ana Maria Montoya (Universidad de Chile), Raimundo Undurraga (Universidad de Chile), Paul Gertler (UC Berkeley), Eric Parrado, (IADB) and Sean Higgins (Northwestern University) are looking to hire a full-time Project Manager to work remotely overseeing a project to track the economic and financial impacts of COVID-19 in Latin America. We are looking for an applicant who is highly organized, detail oriented, and interested in economic development.

This project is a collaboration with the Inter-American Development Bank (IDB), Abdul Latif Jameel Poverty Action Lab (JPAL), Innovations for Poverty Action (IPA), and various financial institutions in Latin America. This project will likely lead to both academic research and papers as well as policy impact, as the results will be made publicly available and frequently updated in a dashboard on the IDB website and will be used in high-level dialogue with policymakers.

The start date for this position is negotiable, but we have a strong preference for the beginning of August.

The responsibilities of this position include:

- Coordinating, documenting, and occasionally leading meetings
- Facilitating inter-team communication
- Developing and maintaining project timelines to meet deadlines
- Managing relationships with stakeholders and effectively communicating project progress
- Contributing to the literature review for research projects
- Supporting the principal investigators in other administrative tasks and related duties

Desired Skills:

- Exceptional communication skills, including writing and conversing clearly in English and Spanish
- Ability to oversee multiple subprojects simultaneously
- Ability to work well in teams and collaborate effectively
- Strong skills time management, short- and long-term planning, analysis, and problem-solving
- People management skills, including coordinating and delegating effectively
- Flexibility and willingness to adapt to unforeseen circumstances, adjusting schedules and targets for the project as needed
- Familiarity with MS Office, Dropbox

Qualifications:

- Strong academic record and a bachelor's or master's degree in economics, public policy, public administration, international affairs, or a related field
- Research experience in an academic, non-profit, or social enterprise setting is preferred.

If interested, please send an email as soon as possible to Elisabeth Earley (e.earley@berkeley.edu) with the subject line "Economic Impact of COVID PM Application – LAST NAME". This email should include:

1. **your CV**
2. **a writing sample**
3. **unofficial university transcripts,**
4. **a short cover letter** (1/2 – 1 pgs).

In the cover letter, briefly describe your relevant work/school experience and why you are interested in this position. Also, please state in the letter the city and country in which you are currently based and a self-assessment of your Spanish language skills. Thank you for your interest!