



Position Title: Administrative and Communications Coordinator

Reports To: Director of Finance and Administration

Start Date: Immediate

SUMMARY

One To World is seeking a full-time Administrative and Communications Coordinator to provide support related to office management, internal and external communications, social media, and program planning.

One To World is a New York City-based non-profit organization whose mission is to advance global cooperation and foster intercultural understanding. To this end, we bring Americans together with international university students and Fulbright Scholars from around the world to share their lives and perspectives in life-changing ways.

QUALIFICATIONS

- Bachelor's degree.
- Previous administrative experience, excellent organizational skills and attention to detail.
- Knowledge of basic financial transactions and recordkeeping.
- Confident self-starter; ability to prioritize and juggle multiple assignments.
- Excellent interpersonal/communication skills (oral, written, intercultural); sensitivity to non-native English speakers.
- International work, study or living experience preferred.
- Experience with CRM databases, graphic design, desktop publishing and web design/HTML a plus.
- Experience with e-marketing tools like Constant Contact and fluency with social media platforms (especially Facebook, Twitter & Instagram) a plus.
- High energy and enthusiasm for position; willingness to work some weekends and evenings.
- Ability to anticipate, troubleshoot, problem solve, and create/implement systems that contribute to a smooth efficient and smart working environment.
- Creative, a sense of humor, can-do attitude, outgoing, and friendly personality.

RESPONSIBILITIES

I. Office Management

- Oversee day-to-day front-office management to ensure smooth, efficient and smart operations.
- Serve as front line contact and information source for inquiries (walk-in, telephone, mail & email).
- Telephones: answer phones, provide general information and screen and route calls.
- Serve as chief troubleshooter and problem solver for the office; work with Director of Finance and Admin regarding vendor relations; manage office equipment and upkeep.

- Schedule and supervise office volunteers; manage high-volume photocopying, materials assembly and mass mailings.
- Process and record check and credit card payments.
- Manage petty cash distribution/reconciliation, postal meter filling, and the ordering of office supplies.

II. Program Support

- Process program registrations/payments as needed.
- Assist with preparation, logistics, and occasional on-site assistance of enrichment programs for international university students and Fulbright grantees, and monthly membership meetings for higher education professionals.

III. Communications

- Assist with maintenance and content development for One To World's online presence including website and social media.
- Maintain weekly social media calendar and track progress towards communications strategy.
- Maintain One To World's student listservs; assist with distribution of monthly electronic newsletter as needed.
- Represent One To World and make presentations at student fairs, coffee hours & orientations.
- Attend and take minutes at quarterly meetings of the Board of Directors.
- Assist with fundraising events as needed.

IV. Publications & Distribution (*The International Students' Survival Guide: NY Metro Area*)

- Process incoming orders and manage distribution of electronic publication.
- Maintain records: tracking of sales and payments.
- Undertake research and assist with content creation and project management for publication updates, as requested.

V. Other duties, as requested.

Salary commensurate with experience. Full benefits package available.

To apply: Please send resume, a thoughtful cover letter, and salary requirements to Asya Dinets, Managing Director, at asya@one-to-world.org. Please use the subject "Administrative and Communications Coordinator – First & Last Name" in your email. No phone calls, please.

For more information about One To World, please visit our website at www.one-to-world.org.

It is the policy of One To World not to discriminate against any employee or any applicant for employment because of race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or veteran status. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, training, layoff and termination.