

REBUILD BY DESIGN

Administrative Assistant

Rebuild by Design is seeking an Administrative Assistant to provide general support for the organization's Managing Director and staff. The position will be part time 15-20 hours/week through November 2018, with the possibility of extension.

Responsibilities:

- Assistant to Managing Director with scheduling meetings, planning travel arrangements, managing calendar
- Track budget and reimbursements
- General office management and logistical support
- Assist with grant management and reports
- Work with NYU and IPK to follow administrative systems and processes
- Work on special projects including website management, newsletter, maintaining communications materials, research, and community outreach.

Qualifications:

- Bachelor's degree or higher
- General interest in the mission of Rebuild by Design, and/or urban planning, resilience, and architectural design
- 1-3 years experience in administrative role and/or comparable experience
- Proficiency in Adobe Creative Suite; InDesign and Photoshop a plus
- Proficiency in MailChimp a plus
- Quick problem solver, excellent attention to detail
- Excellent written skills and the ability to draft written materials efficiently
- Understanding budgets and experience tracking expenses
- Experience in communications and research a plus
- Professional manner, punctual, dependable, and most importantly, fun to work with

20 Cooper Square, 2nd Fl
New York, NY 10003

Contact
info@rebuildbydesign.org
rebuildbydesign.org

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About Rebuild by Design:

Our cities were built in response to yesterday's problems. As the world faces rising populations, climate change, and economic challenges, communities can't afford to wait until after the next hurricane or flood, or ignore chronic stresses such as aging infrastructure and pollution, to plan for the future. Rebuild By Design is reimagining the way communities find solutions for today's large-scale, complex problems.

Rebuild by Design convenes a mix of sectors - including government, business, non-profit, and community organizations - to gain a better understanding of how overlapping environmental and human-made vulnerabilities leave cities and regions at risk. Rebuild's core belief is that through collaboration our communities can grow stronger and better prepared to stand up to whatever challenges tomorrow brings.

How to Apply:

To apply, please send a resume and cover letter with the subject line "Administrative Assistant - your last name" to jobs@rebuildbydesign.org. Applications are accepted until position is filled.

Rebuild by Design is located at NYU's Institute for Public Knowledge in Manhattan.

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