

Position Description

OFFICE AND INTERNSHIP COORDINATOR

This position will provide general support for the World Federalist Movement-Institute for Global Policy (WFM-IGP) and the Coalition for the International Criminal Court (CICC) program in New York, through **administrative** and **logistical support**. In these capacities, the Office Coordinator reports to the WFM Director of Programs. The position as described below may be subject to changes as the New York Office develops.

The Office and Internship Coordinator is responsible for ensuring a highly organized and functioning infrastructure so that all staff and interns have the tools they need to successfully implement their projects and will have the following responsibilities:

Office Maintenance and Administration

- Provide general administrative and clerical assistance
- Assist with the Executive Director's Office as needed
- Greet and direct office visitors
- Monitor levels of office supplies and order as needed
- Answer general phone lines
- Handle internal mail distribution
- Coordinate office publications (stuffing and mailing)
- Mail/courier, UN, and mission delivery coordination
- Improve and maintain filing and storage system
- Oversee conference room schedule and staff calendar
- Coordinate logistics of planning events and meetings
- Coordinate the maintenance of, and the professional appearance of the WFM offices (scheduling clean-up days and storage runs as necessary)
- In coordination with IT staff, compile and distribute electronic holiday cards
- Oversee and maintain WFM- IGP and CICC library

Office Liaison: Facilities / Operations / Contracts

- Manage tenant relations with building
- Liaise with equipment contractors and office vendors
- Develop and maintain operations manual

October 2008

Internship Coordination

- Working with the Membership and Communications Officer, coordinate internship program, liaising with intern supervisors, updating internship manuals, facilitating general intern orientation, coordinating intern schedule and seating, distributing stipends, and compiling a list of work plans and introductions.
- Working with the IT department to coordinate intern email addresses

Technology Infrastructure Duties

- Assist the IT team to maintain and upgrade hardware, software, network and phones as needed
- Assist with technology work plan for current IT and phone system upgrades
- Coordinate with IT team as needed

Finances Duties

- Assist the Finance Office with various duties
- Oversee petty cash
- Prepare purchase orders and payment requests
- Other duties as assigned

Membership and Development Duties

- Assist with Fund Appeals
- Register donations and send thank you letters to donors
- Assist WFM-IGP and CICC Membership Officers and Development Department with coordination of Raiser's Edge implementation and maintenance, including training.
- Other duties as assigned

WFM-IGP is an equal opportunity employer, strongly committed to hiring and retaining a diverse and internationally representative staff. Non-US nationals, women and minorities are encouraged to apply.

Required Qualifications:

- Bachelor's Degree, and 2-4 years related experience strongly preferred
- Must be organized and detail oriented
- Ability to interact with government officials, intergovernmental organizations, and NGO colleagues with tact, diplomacy and sensitivity
- Ability to handle confidential information appropriately
- Must have excellent interpersonal communication skills and an out-going personality
- Ability to work independently with minimal supervision, as well as in a team environment
- Skilled at prioritizing and completing multiple tasks

October 2008

- Fluency in English, with strong preference for candidates with dual language proficiency
- Excellent word processing, and excel skills are required; familiarity with Raiser's Edge database a plus
- Candidates should be interested in international human rights and international issues

Terms:

- Full-time, with benefits; excellent health-care package, employer-paid retirement plan and 4 weeks vacation annually
- Compensation is commensurate with experience and salary history
- Starting date as soon as possible

How to apply:

Interested candidates must send:

- A curriculum vitae
- A cover letter stating your interest in this position and WFM-IGP
- Three references (name, title, affiliation and phone number)
- Proof of eligibility to work in the United States

Email your complete application to: jobs@wfm-igp.org

Please label the subject line according to this structure: Office Coordinator, 2009, last name, first name.

Due to the volume of applicants we can only contact those that have been short listed. We thank all applicants in advance for your interest in our organization.

No phone inquiries please.

Deadline: December 20, 2009