
Job Title	Executive Assistant
PVN ID	GS-1507-000626
Category	Clerical/Office Services
Location	The GRADUATE CENTER
Department	Center on Philanthropy Civil Society
Status	Full Time
Annual Salary	\$32,000.00 - \$36,000.00
Hour(s) a Week	35
Closing Date	Aug 17, 2015 (Or Until Filled)

General Description

ORGANIZATIONAL BACKGROUND

CivWorld is a leading nongovernmental program in the promotion of interdependence across national boundaries, led by acclaimed political theorist, Dr. Benjamin R. Barber. CivWorld is currently housed within the Center on Philanthropy and Civil Society at The Graduate Center of the City University of New York (at 34th Street and 5th Ave), where Dr. Barber is a Senior Research Scholar, with an international, dynamic, and growing team interfacing with mayors, heads of state, and leading media outlets around the world.

The CivWorld team is currently working to launch a Global Parliament of Mayors (GPM), drawing upon Dr. Barber's recent book, *If Mayors Ruled the World*, and the unique status of cities as a nexus of both local democracy and global exchange. This project requires complex partnership management, communications with local governments around the world and the delivery of the GPM itself, in 2016. CivWorld is growing rapidly to fulfill its demanding work of building this innovative new governance institution.

POSITION DESCRIPTION

The Executive Assistant will serve under the President and Founder of CivWorld, Dr. Barber, and will also report to CivWorld's NY based Program Coordinator and the UK based GPM Executive Director. This position includes work directly related to the development and delivery of the inaugural GPM. Our relationship with the Center on Philanthropy and Civil Society staff includes interaction on administration and finance. This position requires a self-starter who can multi task on a wide variety of projects.

This position is full-time, offers benefits and requires some schedule flexibility with regards to special events. The successful candidate must be available to start **no later than** mid-August, possibly sooner, to allow for training and handover.

Prior to an interview, you will be expected to be familiar with our work; please review benjaminbarber.org and globalparliamentofmayors.org

Other Duties

Primary tasks include:

- Managing Dr Barber's complex international travel planning
- Scheduling of meetings and appointments
- Liaising with partners and supporters
- Managing basic office financials and budgeting
- Drafting emails, letters and documents
- Acting as a first point of phone and email contact to the program
- Responding to media queries and assisting with social media
- Event organization support
- Office management—including purchase of supplies—and supervising office interns
- Managing the organization's growing contact database

Qualifications

Qualifications:

- 2-4 years of work experience as a personal assistant/scheduler
- BA/BS in Social Sciences and/or Humanities required
- Experience in office management including information management
- Familiarity with Microsoft Office suite (including Word, Excel, Outlook and Access)
- Familiarity with Google Applications, including Gmail and Google Drive
- Highly developed organization skills
- Excellent communication skills, both written and verbal
- Ability to work well in a team environment
- Capacity to work quickly and efficiently under pressure
- Interest in urban affairs and international politics
- Foreign language skills a plus
- A sense of humor