



Title: Coordinator, Office of the CEO

Job Location: New York, NY

Status: Part Time Non-Exempt (25 hours a week/ mostly weekdays, with some weekends and evenings).

Reports to: Chief of Staff in the Office of the CEO.

Job Responsibilities

Office of the CEO

- Assist in producing quarterly meetings of the Board of Directors.
- Assist in producing CEO Roundtable event and other thought leadership events.
- Assist in producing background materials and presentations and high-level business meetings.
- Provide administrative support to the Office of the CEO.
- Respond to a variety of requests on behalf of the CEO which include but are not limited to running errands and purchasing supplies.
- Project manage national archives of photo, video and media coverage.
- Project manage marketing and media projects, including editing in-house videos.
- Update the organization's website with up to date content for digital communications for the Office of the CEO.

Qualifications

- Very Strong Administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Experience using (or aptitude for learning) video editing software programs.
- Strong verbal communication skills.
- Project management experience.
- Excellent Team player.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Comfortable working in a fast-paced entrepreneurial environment.

Compensation

- Hourly rate. Compensation is competitive and commensurate with experience.

To Apply

- Send resume and cover letter (Word or PDF format only) to cdichiara@allstars.org. Indicate "Coordinator, Office of the CEO" in the subject line of your email for fastest consideration.