



Job Title: Assistant to the Director, International Relations

Function: International Relations

Reports To: Executive Director

POSITION SUMMARY

Reporting to the Director of International Relations, the *Assistant to the Director, International Relations* provides a wide range of administrative and professional support to the International Relations Department with the objective freeing the Director as much as possible to focus on the core responsibilities of the Department. Provides support for diplomatic outreach and the execution of the complex annual international fellowship program. Assists and is actively involved with the planning and execution of large-scale special event planning.

MAJOR ACCOUNTABILITIES

1. Provides a wide range of administrative support to the International Relations Department including screening and directing correspondence, responding to correspondence on own initiative when appropriate, maintaining departmental files, answering telephone calls and either directing or responding appropriately, ordering and maintaining office supplies, scheduling meetings for Director, etc.
2. Serves as an initial point of contact to the department ensuring that all inquiries and contacts handled quickly, professionally and appropriately. Responds to as many inquiries as possible on own initiative.
3. Maintains financial records and processes for the Department including reviewing incoming vendor invoices and processing for payment in a timely manner and maintaining petty cash ensuring that appropriate and accurate records are kept.

4. Works closely with the Director of International Relations and takes the lead in managing the mechanics of large, international mailings. Ensures that materials are packaged and addressed appropriately; works closely with mail department and responds to any questions that may arise relative to the mailings.
5. Assists in the planning of all Departmental events. Follows up on all outstanding issues ensuring that steps are completed on time and as designed.
6. Serves as the liaison between the International Relations Department and the 92Y Box Office to fulfill ticket needs and requests of diplomats and other significant International Relations patrons.
7. Serves as the administrator of the International Relations Department portion of the 92nd Street Y web site. Ensures that the web site content is fresh, interesting, and inviting. Collects, formats, uploads, and updates content relevant to the communications with and among Ford fellowship alumni and the cultivation and leveraging of our diplomatic contacts.
8. Performs other related duties as required.

EDUCATIONAL REQUIREMENTS

- Bachelor's Degree preferred or equivalent in directly related experience required.

EXPERIENCE, SKILLS & QUALIFICATIONS

- Minimum two (2) years prior experience working in a similar capacity; experience working in a non-profit environment would be a plus.
- International living and/or work experience strongly preferred; fluency in a language other than English would be a plus. Demonstrated interest in and sensitivity to international issues.
- High level experience and familiarity with Microsoft Office Suite (with an emphasis on Word and Excel) including experience with scanning, digital photography, and mail merging. Proficiency in online communications and new media and the ability to learn basic website fundamentals.
- Very high level oral and written communication skills including experience in composing correspondence directed to senior managers (both internal and external) as well as external dignitaries and patrons. Demonstrated experience handling inquiries with diplomacy and tact. Attentiveness to details and protocol.
- Capacity to handle multiple projects and stay on deadline.

REQUIRED WORKING CONDITIONS

Assistant to the Director, International Relations - 3
August 6, 2009

- The role requires flexibility to work overtime (including evenings and weekends) at peak times and during special events.

EEO