



## International House

### ***Position Description:***

Position Title: Coordinator, Programs & Resident Life  
Office: Programs & Resident Life  
Reports To: Director, Programs & Resident Life

### ***About International House***

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family through the initiative of Harry and Florence Edmonds, International House is a residence for postgraduate scholars and trainees in New York City with a mission to prepare leaders for the global community. International House is home typically to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses. We provide an unrivaled opportunity for our Residents to thrive through daily interactions in a culturally, politically, and economically diverse environment and programs designed to expand the world views of these emerging leaders. We believe that leadership guided by the core values of the International House experience – Respect, Empathy, and Moral Courage – can create a more just and peaceful world. Learn more at [www.ihouse-nyc.org](http://www.ihouse-nyc.org).

### ***Position Summary:***

Under the supervision of the Director of Programs & Resident Life, the Coordinator supports the Programs & Resident Life Office by organizing, coordinating, prioritizing, and executing multiple responsibilities in a fast-paced setting.

### ***Responsibilities:***

#### **Oversight of Resident Fellows:**

- Oversee 20-40 Resident Fellows (RF), which includes but is not limited to:
  - Managing events calendar in conjunction with Program Fellows events
  - Supporting the production and distribution of publicity for programs, including web content, flyers, email marketing campaigns, social media, etc.
  - Ensuring all RFs have master rosters of their floor's Resident Members
  - Supporting room booking and event coordination, including catering, with RFs
  - Overseeing monthly report submissions and quarterly assessments of RFs
  - Working with RFs to resolve Resident Member interpersonal issues and other conflict resolution concerns
  - Tracking, responding, and reporting on Incident Reporting System
  - Coordinating monthly RF meetings and meetings as needed with Peer Counselors, and keeping minutes
  - Responding to Resident Member inquiries (walk-in, email, phone).



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### **General Administrative Support**

- Support Manager, Resident Life & Programs in managing office finances, including processing invoices, honorariums, and check requests (internal and external vendors)
- Manage office, including calendars, ordering office supplies and equipment, maintaining inventories, database management; liaise with other departments
- Prepare and modify documents, including correspondence, reports, drafts, memos, and email blasts to community; attend meetings as required
- Coordinate programming with other I-House departments and staff involved in different aspects of program planning and implementation (e.g., Facilities, Public Safety, Development, Dining Services, etc.)
- Work with Vice President, Programs & Resident Life on the development, implementation, and coordination of additional leadership fellowship programs, including but not limited to the Women in Leadership Program, International Leadership Fellowship, and others.
- Support the recruitment and selection and leadership training of Resident Leadership Fellowship roles
- Performs other related duties as assigned.

### **General Events Management**

- Work with Programs Team to plan and implement a calendar of leadership, cultural, educational, and community-building programs which reflect the diversity of interests and talents of the resident member community and actualize the mission of I-House
- Assist with all event logistics, including room promotional materials, booking forms, Zoom links, parking for speakers, and catering requests
- Day-of-event logistics (print run of shows, print and distribute attendance list, run of shows, and guest speakers' biography sheets)
- Work some evenings and weekends for specific programs as needed.

### ***Job Requirements:***

- A Bachelor's degree or equivalent combination of training & experience in duties above is required
- Experience in Resident Life or Student Affairs is preferred
- Basic budget management, event production and event planning experience are preferred
- Creative problem-solver and creative thinker; ability to think flexibly and manage time effectively
- Organized self-starter comfortable working as part of a small team, able to adapt and multi-task in a fast-paced and collaborative team environment while achieving goals and meeting deadlines
- Experience working with a diverse and multicultural population is strongly preferred



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- Possess strong interpersonal skills with the ability to maintain a positive work atmosphere by behaving and communicating with internal and external contacts in a professional, productive, and positive manner
- Proficiency with Microsoft Office products (Word, Excel, PowerPoint, OneDrive)
- Exceptional time management and interpersonal skills, strong energy and enthusiasm, “can-do” attitude
- Willing and eager to learn and cross-train with team members and other departments
- The position is located primarily onsite at I-House and will require occasional lifting of 20lbs+
- As all I-House staff are mandated to be fully vaccinated against COVID-19, proof of vaccination and agreement to our I-House Health Compact will be required.

### **Salary Range:**

\$55,000-\$65,000 commensurate with experience

### **How to Apply:**

Please submit a cover letter and resume via e-mail to [programs@ihouse-nyc.org](mailto:programs@ihouse-nyc.org) with “Coordinator, Programs & Resident Life” in the subject line. The application deadline is **August 15, 2022** (or until the position is filled).

*International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*