



International House

Position Description:

Position Title: Programs & Resident Life Operations Coordinator

Office: Programs & Resident Life (PRL)

Reports To: Director of 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.

Position Summary:

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

Responsibilities:

- Purchase general office supplies, equipment, etc., assist with reconciliation and budget tracking, and manage payment requests from internal and external vendors
- Coordinate and support meetings, events, conference calls, video conferences, orientations, and annual leadership retreat
- Collect and track analytics related to events, including attendance and post-event surveys
- Design posters, programs, and other materials as needed for events sponsored by PRL and support fellow and resident members with similar materials for their events
- Create and monitor surveys, inquiry forms, and other similar work products
- Ensure proper setups for all PRL and fellow-run events including some A/V support
- Organize all ticket distribution, ticket purchasing, and waitlist management for PRL
- Organize I-House app and work with app developers on content, updates, etc.
- Serve as the point person for the I-House app. Assist the app developers with content and updates.
- Oversee weekly resident newsletter and other communications to community
- Serve as PRL's front line responding to walk-ins, emails, phone calls, and web-based inquiry forms
- Performs other related duties as assigned
- Some evenings and weekend hours may be required



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Job Requirements:

- High school diploma or equivalent
- Knowledge of MS Office applications, google suite, editing skills preferred
- Excellent oral and written communications skills
- Extremely organized, detailed oriented, and self-motivated
- Ability to get along well with others and work across departments
- High standards of customer service
- Experience in working in a higher education or non-profit environment a plus
- Experience working with diverse and multicultural populations a plus

Salary Range:

\$50,000 to \$60,000 commensurate with experience.

How to Apply:

Please submit a cover letter and resume via e-mail to Careers@ihouse-nyc.org with “Programs & Resident Life Operations Coordinator” in the subject line. The application deadline is **April 30, 2023** (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.