

JOB OPENING



Administrative Assistant

NACTO's Global Designing Cities Initiative

Job Title: Administrative Assistant

Start Date: Q4 2021/Q1 2022

Salary: \$55,000 - \$60,000

Location: New York, NY (Temporarily Working from Home)

The National Association of City Transportation Officials (NACTO) is seeking an **Administrative Assistant** for its Global Designing Cities Initiative (GDCI), a program of NACTO that aims to inspire a shift toward safe, sustainable, and healthy cities by reclaiming and transforming streets. This role will be in charge of coordinating multiple buckets of work that support a nimble and entrepreneurial team in meeting its goals.

Who we are

The National Association of City Transportation Officials (NACTO) is a 501(c)(3) non-profit association that represents large cities on transportation issues of local, regional, and national significance. The Global Designing Cities Initiative (GDCI) is a program of NACTO. Launched in 2014, GDCI's mission is to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI's work is informed by the strategies and international best practices captured in the Global Street Design Guide (GSDG) and the technical assistance provided to multiple international cities. GDCI works with cities around the world to transform their streets through high-profile, rapid urban design projects, making them more accessible to people who walk, bike, and take public transportation.

What you'll do

The **Administrative Assistant** will work closely with GDCI's Senior Team, reporting directly to the Associate Director of Operations. You will provide critical support in the areas of meeting coordination, administrative & filing management, and advisory board preparations. You will also work with GDCI's Director, to manage daily tasks' preparation and organization under minimal supervision. You will also have opportunities to work across the GDCI team on projects such as webinars, social media, fundraising reports, contracts, or other cross-cutting tasks.

The primary activities for the GDCI **Administrative Assistant** include:

- **Provide cross-cutting administrative support to the broader team, including:**

- Spearhead the preparation and tracking of documents such as vendor contracts, funder reports, tax forms, etc. Responsible for timely follow-up, deadline adherence, and proper filing conventions.
 - Support GDCI's capacity-building goals by assisting with developing interactive and impactful webinars focused on presenting global best practices to differing and diverse audiences.
 - Represent GDCI when engaging with stakeholders via multiple communication modes, including email, phone, and forums. Route or escalate communications as needed and keep all appropriate stakeholders informed with minimal supervision.
 - Advance GDCI's mission and work by taking on ad-hoc communication and marketing needs, such as social media posts, videographer/photographer coordination, vendor engagement, project tracking, and more.
 - Contribute to a nimble and fast-paced team by owning other cross-cutting administrative and coordinating efforts, as needed.
- **Manage routine administrative tasks for GDCI's Senior Team members**
 - Be a superstar meeting organizer, coordinating and documenting internal and external meetings for the Senior Team with an understanding of GDCI's norms. Own scheduling, tech set-up, agendas, and note-taking.
 - Own the coordination of the numerous moving pieces related to GDCI's Director's routine tasks and other recurring efforts.
 - Own the coordination of scheduling, gathering documents, dispersing agendas, and taking meeting notes for GDCI's meetings. Able to keep confidential information within need-to-know parties only.
 - Spearhead other ad-hoc projects or requests from the Senior Team.

Who you are

For this position, NACTO-GDCI is looking for a highly motivated and organized team player. You are collaborative, proactive and approach your work with a "can-do" attitude. A passion for street design, sustainable mobility, and the processes involved in shaping safe, healthy cities is a plus.

The **Administrative Assistant** must be willing to accommodate a globally based team schedule; as such, there may be some instances of required phone calls/meetings outside of regular work hours. Experience remotely liaising with colleagues and partners within different time zones is highly desired. Some light travel may be required at a time when GDCI staff can safely travel again.

To be successful in this job, you will excel in these areas:

- **Organized and Accountable:** You can juggle multiple projects, stay organized, and meet deadlines. You effectively communicate with teammates to clarify project scope and provide updates on progress timely. You proactively work with your supervisor on priority management.
- **High Attention to Detail:** You ensure all final deliverables are polished, precise, “fit” the situation and accurately represent GDCI.
- **Flexible to Change with Nimble Adaptation:** You are ready to take advantage of unexpected opportunities. You push work forward through obstacles and adapt quickly as things change.
- **Always Learning:** You absorb information from your colleagues, from your work, and from keeping up with trends. You ask questions and apply what you learn in your work.

Baseline Experience

At NACTO-GDCI, we do not have minimum requirements for education or relevant professional experience. We encourage all candidates with relevant and differing experiences and professional backgrounds to apply.

Generally, we expect qualified candidates would have the following baseline experience for an Administrative Assistant:

- Two to three years of relevant professional experience; OR
- One year of relevant professional experience with an undergraduate or masters degree

How to Apply

- **Deadline for applications:** Applications are accepted on a rolling basis—please don't delay! The final deadline is October 22, 2021.
- **Email applications to:** global@nacto.org
- **Email subject line:** Administrative Assistant Firstname_Lastname
- **Attachments:** Include a cover letter and resume detailing relevant work experience. Additional attachments demonstrating written communication skills are encouraged.
- **Benefits:** We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience and skills. Benefits include 18 vacation days, five personal days, and 18 holidays annually, along with sick leave. In addition, NACTO offers 12 weeks of paid family leave after the first year of employment. Other benefits include an employer contribution to retirement after the first year of employment, excellent health, vision, dental coverage, and pre-tax commuter benefits.

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience.