

JOB OPENING

Admin Coordinator - Asia/Africa/Oceania

Global Designing Cities Initiative

Job Title: Administrative Coordinator

Start Date: Q1 2024

Salary: Compensation is based on the country of hire and within range of the local nonprofit/NGO industry.

Location: Remote—Work from Home. Candidates who reside in the Asia/ SE Asia or Africa regions are preferred.

Global Designing Cities Initiative (GDCI) is seeking an Admin Coordinator to join its mission to transform streets around the world. This role will be in charge of coordinating multiple buckets of administrative, operational work that support team members within the broader Asia/Africa/Oceania region (GMT+ timezones, broadly speaking) that allow for greater focus on programmatic outcomes and the overall impact of GDCI's mission.

Who we are

The Global Designing Cities Initiative (GDCI) was launched in 2014, with a mission to transform streets around the world. We inspire leaders, inform practitioners, and invite communities to imagine what's possible when we design streets that put people first. We are a team of designers, planners, and urban strategists committed to reimagining streets as places for people, shaping cities that are safe, healthy, accessible, and equitable for everyone. The strategies and best practices in our Global Street Design Guide are the foundation of our work, and they have been applied in cities across the globe, helping to update policies, build local capacity, implement and evaluate projects, and scale up impact.

What you'll do

The Admin Coordinator will support the Asia/Africa/Oceania team in two programs: the [Bloomberg Initiative for Global Road Safety \(BIGRS\)](#) and the [Bloomberg Initiative for Cycling Infrastructure \(BICI\)](#). Reporting to the Director of Finance and Operations and liaising closely with our fiscal sponsor (Rockefeller Philanthropy Advisors), this role will provide critical support in meeting coordination, administrative & filing management, and other cross-cutting tasks as needed. This role will collaborate across programs and functions within GDCI and across different career levels.

More specifically, you will do things like:

- **Provide cross-cutting administrative support to the Asia/Africa/Oceania team, including:**
 - Spearhead the preparation and tracking of documents such as vendor contracts and funder deliverables. Responsible for timely follow-up, deadline adherence, and proper filing conventions.
 - Able to quickly learn GDCI's system of operations. Collaborate with team members in problem-solving related to administrative tasks and support the evolution of processes as needed.
 - Process invoices and liaise with the fiscal sponsor on payment updates.
 - Own GDCI's filing working group - ensure that filing standards and conventions are adhered to throughout GDCI.
 - 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.
 - Take the lead on other administrative tasks, with guidance from various supervisors, such as event logistics, meeting notes, workshop/training feedback processing, or other tasks as assigned.
 - Other tasks as assigned

Who you are

GDCI is looking for a highly motivated and organized team player. You are collaborative and proactive and approach your work with a "can-do" attitude. You have experience working in a fast-paced environment where you support multiple stakeholders simultaneously. A passion for street design, sustainable mobility, and the processes involved in shaping safe, healthy cities is a plus.

The **Admin Coordinator** must be willing to accommodate the schedule of a globally based team; as such, there may be some instances of required phone calls/meetings that are outside of normal work hours. Experience remotely liaising with colleagues and partners within different time zones is highly desired. This role may travel once or twice a year, not to exceed more than one week at a time.



To be successful in this job, you will excel in five 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 timely updates on progress. 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.
- **Problem Solving:** You are proactive in problem-solving and comfortable working with various stakeholders to find solutions. You know when to escalate issues and who to escalate to.
- **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 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 that employees will have the following baseline experience for an Admin Coordinator:

- Two to three years of relevant professional experience; OR
- No years of relevant professional experience with an undergraduate or master's degree

Experience with Asana, Airbase, Slack, and Google Workspace is a plus.



How to Apply

- **Deadline for applications:** Applications accepted on a rolling basis—please don't delay! Final deadline is November 4, 2024
- **Submit applications:** Through GDCI's [application portal](#). If you need support, please contact careers@gdci.global.
- **Attachments:** Include a resume (CV) and a cover letter explaining your interest in working with GDCI and a resume detailing relevant work experience.
- **Benefits:** GDCI offers a competitive compensation and benefits package, including health coverage, retirement benefits, paid sick leave, vacation, and holidays. Benefits may vary depending on the country of hire. Salary is based on local markets within the nonprofit/NGO industry and commensurate with experience and skills.

GDCI is a fiscally sponsored project of Rockefeller Philanthropy Advisors (RPA). We are 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.