ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Project Coordinator

DEPARTMENT: Government Relations and Urban Affairs

RESPONSIBILITIES:
- Provide high-level professional support and administrative assistance to the Office of Government Relations and Urban Affairs, which includes but is not limited to: answering telephones, checking shared email accounts, scheduling meetings, managing calendars, arranging travel, and coordinating departmental mailings and legislative outreach.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of Government Relations and Urban Affairs.
- Research governmental issues, legislation, rules, and regulations, and assist in drafting correspondence and reports.
- Assist with the coordination of annual and special departmental events such as Fordham’s Alumni Receptions in Albany, NY, and Washington, D.C., student advocacy days, voter registration drives, and United States Census outreach. Assist in executing new programs and initiatives.
- Assist in the accomplishment of department objectives and goals.
- Represent the department at external meetings and events as assigned. Interact with senior administrators, faculty, staff, students, and alumni, as well as distinguished individuals, elected and appointed officials, and community groups.
- Manage incoming requests to the Office of Government Relations and Urban Affairs by prioritizing and responding in a timely manner.
- Assist in developing content for the Office’s website and social media.
- Manage assigned budgets, reconcile accounts, and maintain office supplies.
- Provide support for special projects as assigned.
- Support the Offices of the Vice President for Administration and Military and Veterans’ Services as assigned.

QUALIFICATIONS:
- Bachelor’s degree required.
- Excellent judgement, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Strong organizational skills, attention to detail and accuracy, excellent communication and interpersonal skills, strong work ethic, and dependability.
- Ability to multitask and establish priorities in a high-paced environment with minimal supervision.
- Flexibility and availability to work off hours as needed.
- Proficiency with the Microsoft Office suite and social media platforms.
- Prior work or internship experience with an elected official, government agency, or in the government relations field is preferable.
- Knowledge of Jesuit identity and mission in a higher education setting, a plus.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt
START DATE: ASAP

SEND LETTER AND RESUME TO: Lesley A. Massiah-Arthur
massiah@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.