



EXECUTIVE
ADMINISTRATOR

JOB OFFERING
6.27.2021

The Consortium for Sustainable Urbanization is a New York based non-profit organization formed to promote a better understanding of the role of sustainability in the design and development of our cities. Our purpose is to advocate for responsible and enlightened planning and design. We believe that a cross-sector approach can foster sustainable urbanization to improve the quality of life for all. We connect thought leaders concerned with urbanization to exchange ideas in public forums, in print and online. Our focus is on replicable ideas and concepts, best practices, and speculative proposals

EXECUTIVE ADMINISTRATOR QUALIFICATIONS

- **BACKGROUND:** Background in administration
- **AVAILABILITY:** Available 16 hours per week on average, and during CSU events as needed
- **ENTHUSIASM:** Have enthusiasm for sustainable urbanization
- **CREDENTIALS:** Have a degree in a relevant subject area, including but not limited to architecture, planning, environmental studies, or political science

SKILLS

- **EXPERIENCE:** Relevant experience running or working at a not-for-profit or similar academic, governmental, or private-sector organization
- **WRITING:** Excellent written and verbal language skills in English; multilingual preferred
- **TECHNOLOGY:** Ability to use relevant communications software as appropriate to the communication and programmatic needs

COMPENSATION

- **FINANCIAL:** consulting fee of \$30k annually for 16 hours/week on average
- **VISIBILITY:** making a difference on the world stage

EQUAL OPPORTUNITY: The CSU is an equal opportunity employer, and we value diversity in our organization. All applicants will be considered for employment without attention to race, color, religion, age, gender, sexual orientation, gender identity, national origin, or disability status.

RESPONSIBILITIES

The Executive Administrator of the Consortium for Sustainable Urbanization (CSU) is responsible for implementing the CSU's strategic vision and helping to lead decisions to drive organizational growth. Tasks include collaborating with the CSU leadership team, implementing the strategic plan and managing stakeholder relations. Specific responsibilities include the following:

- **COMMUNICATIONS:** Communicate the activities and interests of the CSU using social networks and other appropriate means.
- **ASSISTANCE:** Help the CSU President, Chair, Board of Directors, Executive Committee, and Advisory Council to advance the CSU's mission and goals.
- **PROGRAMS:** Identify, recruit, train, and develop a talented team of interns and volunteers who can undertake critical activities and manage strategic CSU functions and programs.
- **OPERATIONS:** Monitor organizational operations and ensure that interns, volunteers, and organizational practices advance CSU programs and communications.
- **PARTNERSHIPS:** Help develop partnerships with other professional and environmental organizations, with relevant sectors of the United Nations, and the diplomatic community.
- **FUNDRAISING:** Help identify potential sources of funding and organize fundraising efforts to assure the fiscal resilience of the CSU.
- **OTHER:** Assist with other responsibilities as may be directed by the CSU Board. The Executive Administrator reports to the CSU President.

APPLICATION

- **COVER LETTER:** In a short cover letter (250 word maximum), describe what you hope to achieve in this role and how your background and experience demonstrate how you would advance the position responsibilities listed above.
- **APPLICATION FORM:** Complete and return the application form by 1 August 2021.
- **INTERVIEW:** A short list of candidates will be interviewed by the Search Committee.
- **RESUME:** Attach a one to two-page *curriculum vitae*.
- **REPLY:** Please send the requested materials to ConsortiumSU@gmail.com.



EXECUTIVE ADMINISTRATOR APPLICATION

NAME:

ADDRESS:

EMAIL:

PHONE:

ACADEMIC DEGREE(S):

RELEVANT EXPERIENCE:

also include 1 to 2 page cv

COVER LETTER:

On a separate page please write no more than 250 words on why you want to work with the CSU and how your background and experience relate to the position tasks and responsibilities.