

## **JOB ANNOUNCEMENT**

### **Office Coordinator**

# **T H E A R C H I T E C T U R A L L E A G U E N Y**

The Architectural League, one of the nation's premier presenters of important work and ideas in architecture, urbanism, and design, seeks an energetic, personable, self-motivated, well-organized Office Coordinator—with a good sense of humor—to work on a wide variety of tasks in a friendly and fast-paced office. This individual, who must have extremely strong interpersonal, writing, and computer skills, will deal extensively with the League's membership, board, and other constituencies. The Coordinator reports to the Managing Director and also supports the work of the Executive Director and acts as Board liaison.

Specific tasks include managing office systems and technology; assisting the League's Executive Director with scheduling and meetings; acting as the Board liaison for meetings, committees, and general administration; and managing event reservations and check-in. The Coordinator will have exposure to the full range of League activities. Requirements: Bachelor's degree; demonstrated interest in architecture and design; excellent writing, editing, and communication skills; capacity to focus, carry out detailed tasks accurately, handle multiple responsibilities simultaneously; strong computer skills.

Full-time, competitive pay and benefits. This is an entry-level position.

#### **How to Apply**

Click [HERE](#) to access the online application. Please be sure to include a cover letter, a current resume, and contact information for 2 references. *Incomplete applications will not be considered.* Applications will be accepted on a rolling basis. Qualified applicants will be contacted for interviews, which will begin immediately.

For more information, please contact Nick Anderson, Managing Director, at [anderson@archleague.org](mailto:anderson@archleague.org) or 212.753.1722 ext. 14.