Project Coordinator

The Project Coordinator works directly with the Senior Vice President and interacts with staff throughout Spitfire, which also includes offices in San Francisco, Denver, our Washington, DC headquarters, plus regionally-based employees. The successful candidate must be organized and detail-oriented; have strong, demonstrated problem-solving skills and be able to thrive in a fast-paced environment. The position provides additional project support for the New York office.

As with all members of the Spitfire team, the project coordinator is expected to follow the policies described in the Spitfire handbook, attend all internal meetings, and conduct themselves in a professional manner at all times while working to instill a positive work environment at the firm.

Senior Vice President Support

- Calendar management – Manage calendar of internal and external appointments, involving different time zones and logistics (video, in-person, local travel, etc.).
- Prep for in-person meetings (logistics, materials, etc.)
- Manage logistics of meetings, trainings, and other events both client-facing and internally.
- Prepare and submit expense reports in a timely manner.
- Coordinate with travel agency to plan travel (flights, hotel, car rentals, etc.)

Project/Team Support:

- Keep office stocked, maintained, materials ordered and organized
- Arrange for all outgoing packages, mail and courier pickups.
- Materials printing
- Assist in coordinate requests for outside editors from Spitfire’s editorial team (Ren Pens).
- Ensure New York office has adequate supplies.
- Greet visitors as needed.
- Receive mail/packages and distribute/notify staff as needed.
- Coordinate with building management on maintenance and other building services.
- Place twice monthly lunch order for NY office and assist with catering orders for other meetings as needed.

Knowledge, Skills and Experience

- Strong understand of New York City geography.
- Ability to take excellent meeting notes
- Demonstrated experience with event planning and logistics
- Proactive and solutions-minded.
- Strong organizational skills with excellent attention to detail.
- Proven ability to manage projects and complete tasks on deadline.
- Demonstrate ability and willingness to acquire new competencies and accept new challenges.
- Strong oral and written communication. Ability to communicate clearly and effectively with senior leaders.
- Strong computer skills (Microsoft Outlook, Microsoft Office Suite).
• Ability to work independently.
• Able to lift packages up to 25 lbs.

Qualifications
Must have a bachelor’s degree (degree requirements may be substituted for an equivalent combination of education, training and experience) and a minimum of one year of similar or related experience.

Compensation
The Project Coordinator is a full-time, exempt employee. The salary range for this position is $45,000.00 to $55,000.00 per year, based on experience. Spitfire’s compensation package also includes 100% paid health and dental insurance for employees, generous paid time off, 14 – 15 paid holidays per year, a 401(k) plan, summer hours and in-office perks.

Location
This position is based out of Spitfire’s New York office.

About Spitfire
As a woman-owned firm, Spitfire’s values are rooted in one core principle: everyone belongs and has the power to spark change. Our work mirrors this. We’re relentless in our pursuit of opportunities to represent the best interests of people and the planet, whether that takes us into communities, across the country or around the world. Our team of professionals stands ready to bring — and tap into — diverse perspectives, experiences and expertise to tackle the most critical racial, social and environmental issues of our time.

Equal Opportunity Employer
Spitfire Strategies is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.

Nothing in this job description or posting guarantees employment.

How to Apply
Please send your resume and cover letter by 5 p.m. ET Tuesday, September 3, 2019 to jobs@spitfirestrategies.com, noting the position title in the subject line. Prior to submitting your application, please review the salary range for this position in the Compensation section above.

No phone calls, please.