



Job Posting

Executive Associate

part-time (20 working hours per week)

About this position:

This position will help 1014 grow by supporting the organization as it extends its audience-, donor- and partner-network and by facilitating administrative tasks.

About 1014:

1014 strives to take transatlantic relations into the future. It offers a space to build partnerships based on trust and commitment for sustainable development and just societies. Addressing global issues of mutual concern, 1014 invites its audience into a historic townhouse on Fifth Avenue and into its digital space. It enables collaborations, forging individual and institutional partnerships. Inclusive talks, performances and exhibitions offer perspectives from both sides of the Atlantic.

Regular tasks will include:

Supporting Executive Director, in particular

- conducting research as directed
- assisting with general office operations
- maintaining and updating database
- overseeing the office supply inventory
- filing and processing of invoices
- proofreading correspondence
- assisting with the planning and organization of board meetings

Qualifications sought

- Bachelor's Degree and preferably 1-3 years of experience in the nonprofit sector
- Excellent written and verbal communication skills as well as proficient research skills
- Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Experience with donor management software is of advantage
- Flexibility with work hours, occasionally also on weekends



- Discretion with handling sensitive data about members and donors
- Detail-oriented, reliable team player with the ability to multi-task
- Basic knowledge of German and interest in transatlantic relations are of advantage.

Compensation: Salary is commensurate with experience and educational background.

This position is part-time (20 hours per week). A work permit for the United States is required. During the pandemic, the staff of 1014 works remotely with the option to work in the office.

Please send your application with cover letter, resume, and salary expectations **by March 21, 2021** to:

info@1014.nyc

1014 Inc.
880 Third Avenue, 12th Floor
New York, New York 10022
www.1014.nyc