POSITION DESCRIPTION:
Office Coordinator

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation’s non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, FHL is currently working to raise the essential funding to help complete the High Line's construction and create an endowment for its future operations.

The Office Coordinator reports to the Vice President of Administration & Strategic Projects and is responsible for providing support to the High Line’s administrative office.

Responsibilities Include
• Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors)
• Coordinating incoming and outgoing mail, packages, and deliveries
• Assisting with clerical/bookkeeping duties and preparing daily bank deposits
• Maintaining office records, including records of all office expenses
• Stocking and distributing office supplies
• Making photocopies, sending faxes, shredding documents
• Scheduling meetings and appointments
• Assisting with staff onboarding process
• Coordinating the purchase and maintenance of office equipment
• Coordinating with building maintenance staff and service vendors
• Working with the VP of Administration & Strategic Projects to refine and administer office policies and procedures
• Maintaining general office tidiness
• Managing and maintaining office technology
• Providing basic IT support to staff, including serving as a liaison to IT contractor
• Running errands and performing miscellaneous job-related duties as assigned

Qualifications
The successful candidate has superior organizational skills, is self-motivated, resourceful, detail-oriented, and energetic. Must be a team player and have outstanding writing, editing, data entry, and proofreading skills. Excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects are essential. Must be proficient in Microsoft Office and be a quick study on new computer programs. Bachelor’s degree and at least two years of experience in an administrative coordination capacity is required.

To Apply
Submit cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.