

Administrative Associate

Data & Society Research Institute is seeking a dynamic and energetic **Administrative Associate** to provide executive support to senior management staff. This is a full-time role reporting directly to the Director of Finance and Administration.

About the Administrative Associate

The Administrative Associate [“AA”] is the primary point of contact for internal and external constituencies on matters pertaining to the Executive Director and key managers, and provides high-level administrative support to the Human Resources Manager. The AA is also the liaison to the Board of Directors and management team, organizes and coordinates executive outreach and external relations efforts, and oversees special projects. The role requires the emotional intelligence and maturity to work with highly sensitive and confidential material, and the ability to maintain absolute confidentiality.

The AA is responsible for assisting the Human Resources Manager with the day-to-day administrative functions including recruitment, onboarding and orientation, maintenance of employee files, streamlining and responding to internal and external requests, and other administrative tasks as necessary. The AA may also be called upon to provide ad-hoc general administrative support to other members of the Executive team, as necessary.

The AA should possess phenomenal communication and people skills, and have a bright, positive attitude. As complex issues arise, the AA may be called upon to assist in putting out fires and should be comfortable switching gears at a moment’s notice. The AA must exhibit excellent organizational skills and a high attention to detail and follow through. The AA must be able to be self-guided and work independently, while operating with purpose, urgency, and accuracy. The ideal AA would be a creative problem solver, a team player, a confident self-starter, and a proactive thinker. In order to be successful, the AA must understand the concept of and be comfortable with “managing-up,” prioritizing responsibilities, and seeking guidance and feedback.

The ideal candidate comes to Data & Society with an entrepreneurial outlook, and has experience with growing organizations, ideally academic or research based. They are excited to work both independently and collaboratively, and contribute to the growth of Data & Society.

Responsibilities

- Provide administrative and project support to the Executive Director and key managers by:
 - Welcoming visitors, reviewing correspondence, arranging dinners and other functions, answering questions and responding to meeting requests; conserve the ED's time and positively represent her internally and externally, providing liaison between the ED and staff;
 - Managing complex calendars; coordinating and booking travel; coordinating regular individual and team meetings with direct reports and other internal personnel;
 - Organizing and maintaining files and records, particularly of the Executive Director's contacts and network;
 - Preparing, editing, and formatting correspondence, reports, documents, and presentations;
 - Managing and submitting expense reports and reimbursement requests;
 - Completing projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans;
 - Coordinate and provide support for the triannual Board meetings.
- Support the Human Resources Manager with day-to-day administrative tasks, including:
 - Streamlining and organizing HR-related requests and scheduling, and coordinating meetings and other staff events;
 - Assisting with recruitment and placement of staff and contractors; receiving, tracking, and acknowledging applications; following up with applicants' questions, scheduling and coordinating interviews; and ensuring proper follow through with candidates;
 - Writing and distributing email and other correspondence memos, and assisting in the preparation of reports;
 - Developing and maintaining digital filing systems, including maintaining employee information by entering and updating employment and status-change data;
 - Assisting staff and cohort with basic interpretation of HR benefits, policies, and procedures;
 - Orienting new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs;
 - Documenting human resources actions by completing forms, reports, logs, and records;
 - Maintaining employee confidence by keeping human resource information confidential.

Qualifications

- Bachelor's degree
- Minimum of 5-7 years of professional administrative experience required
- Strong computer skills including Microsoft Word, Excel, and PowerPoint; familiarity with QuickBooks, Slack, and Asana is a plus

- Comfortable with technology and a quick learner of new systems
- Knowledge of human resources management practices and business management principles is a plus
- Ability to lift 20 lbs

Practical Considerations

- This is not a remote position. You must work full time from the Data & Society New York City office.
- Annual salary is commensurate with experience, and you will be offered a generous benefits package and paid time off.
- You must be eligible to work in the United States. We are unable to sponsor visas.

To apply, please submit the following to jobs@datasociety.net. Applications will be reviewed on a rolling basis through June 29, 2018:

- A cover letter explaining your interest in this role, how you learned about this opportunity, your background in managing teams and projects in the past, and why you would be a good fit for this position.
- Your resume/CV.
- Please include the name, affiliation, and contact information for two professional references.

About Data & Society

Data & Society focuses on the social and cultural issues arising from data centric technological development. We seek to inform and develop frames for discussion of these complex issues both through our own research and through supporting the expansion of a nascent field of actors concerned about these topics. We want to be a resource, a catalyst, and a convener as new sectors recognize the complexity of the issues and the need for tradeoffs when they increase their reliance on data as a tool for management and decision-making.

We see the field as comprised of researchers, journalists, policymakers, technologists, industry leaders and workers, funders, advocates, and civil society actors. We are committed to helping this field engage substantively, and with an evidence base, in debates over implications arising from the increasing reliance on data at scale to automated decision-making across a range of sectors.

The work and well-being of Data & Society is strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We welcome applications from people of color, women, the LGBTQIA community, and persons with disabilities.