



Administrative Assistant

Organization Overview

The [Harvard Business School Club of New York](#) (the “Club”) is a unique and powerful association connecting the leadership and management expertise of Harvard Business School (HBS) alumni with the vital, creative and dynamic community of Greater New York City. The mission of the Club is to Make a Difference and to Support Harvard Business School by Engaging Alumni, Impacting Community, Fostering Leadership and Lifelong Learning.

The Club is a nonprofit organization that is governed by a Board of Directors composed of HBS alumni. The various activities of the Club serve 10,000 HBS alumni in the New York City region with the support of alumni volunteers in sectors ranging from programming to pro bono consulting to angel investing. This part-time administrative role, reporting to the Chief of Staff, will support the Club’s membership and marketing efforts, assist with 80 in-person and virtual events held annually, and serve as a liaison to the Alumni Forums and Small Business Partnership divisions. This dynamic role is an opportunity to work in a hybrid team environment, strengthen one’s administrative skills, interact with myriad business professionals, and learn about nonprofit association management and alumni relations.

Responsibilities

Responsibilities include, but are not limited to:

- Update information into and produce analytical reports from the alumni database
- Provide customer service to HBS alumni by email and phone, including responding to all Memberships inbox inquiries
- Assist the Entrepreneurship Program Manager with Angels membership, required documents, platform updates and reporting
- Serve as liaison to the Small Business Partnership Initiative (SBPI) pro bono consulting team by scheduling and attending meetings, taking minutes and completing related assignments such as volunteer newsletters, monitoring and responding to all inquiries, updating the web site and database, and providing other administrative support to the SBPI Leadership team including onboarding new volunteers
- Act as the liaison to the Alumni Forums division by creating communications to recruit members three times a year, as well as maintain/update databases throughout the year
- Assist the Events Program Manager with the registration and execution of virtual and in-person events that are almost exclusively held in Manhattan
- Create marketing collateral as needed in conjunction with Club leadership to promote membership, events, Small Business consulting services and Alumni ForumsSupport social

media efforts in conjunction with the Chief Marketing Officer, the programming team and digital marketing consultant

- Assist the Club President and Chief of Staff with various alumni communications, Board information management, and quarterly Board meeting packets

Skills Required:

- Self-starter with great organizational skills and a focused attention to detail
- Excellent verbal and written communication skills
- Proficient in MS Office (Excel, Word, and PowerPoint) and Google Office Suite
- Familiarity with WordPress and MailChimp or other email communications platform
- Keen sense of customer service ensuring that staff resources and deliverables are focused on the Club's vision and divisional programming objectives
- Data maintenance and database management/CRM experience preferred
- Familiarity with digital platforms including Facebook, Instagram, LinkedIn and Twitter
- Comfortable interacting with and meeting a range of HBS alumni, many of whom are C-Suite executives and experts in their fields
- Ability to manage multiple projects and prioritize deliverables
- An entrepreneurial spirit and sense of humor preferred

Education

Bachelor's or Associate's Degree in business, marketing, communications or related fields

Experience:

- Demonstrated effectiveness providing administrative support
- Previous experience collaborating with teams and managing projects
- Customer service or hospitality experience preferred

Time and Compensation:

- This is a 25-29 hour per week, non-exempt position working during business hours Monday through Friday with occasional weekday evening events
- Compensation is \$23-\$25 per hour depending upon experience
- Flexibility in work hours is available
- Accrued sick and bereavement leave provided

Requirements

The person in this position will occasionally be at an office location with elevator access and will need to move about inside the office to access file cabinets, copiers, etc. The majority of time will be sitting at a desk. The Club office is in Midtown located within one city block from a subway and bus entrance.

The Harvard Business School Club of New York is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, please email your cover letter and resume to: hr@hbscnyc.org.