

We're out to design a better world, and we need your help.



IDEO.org is out to design an end to poverty by bringing creativity, empathy, and innovation to the social sector. Our goal is to improve the lives of people in poor and vulnerable communities through design and we're doing it in three ways: through the products, services, and experiences that we design; through the problem solvers we fuel; and by inspiring the social sector to adopt human-centered design.

How To Apply

Please upload your resume and cover letter at

http://smrtr.io/6RgG_A

Applications will be reviewed on a rolling basis.

Equal Opportunity Employer

IDEO.org is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.

Studio Coordinator

Full Time, New York City, NY

Position Summary:

We are seeking an enthusiastic and organized Studio Coordinator to join IDEO.org's New York studio. As part of a dynamic and multi-disciplinary design team, you'll provide administrative and operational support to the New York studio and Launch Pad program team. You are a jack-of-all-trades who is willing to get your hands dirty and help with whatever task comes your way. You're eager, a quick learner, detail-oriented, and collaborative and ready to join a studio of people helping to bring human-centered design to some of the world's toughest challenges.

Core Responsibilities:

- Owning the IDEO.org office experience
- Organizing team events and external and fundraising events
- Creatively building team culture through activities and events
- Greeting and welcoming visitors to IDEO.org
- Assisting the IDEO experience team with events for IDEO and IDEO.org
- Coordinating pre and post meeting logistics
- Managing contractor vendor relationships and contracts
- Maintaining Salesforce for IDEO.org New York
- Coordinating domestic and international travel for Launch Pad program team, including flights, hotels, and visas
- Supporting the IDEO.org Launch Pad Program with project set-up and contract execution
- Providing guidance and support on operations and finance questions including travel advances, per diem, expense reports, and credit card reconciliations
- Collaborating with IDEO.org Global Finance and Operations teams to ensure IDEO.org SF and NY are working together from an operational perspective

Required Skills:

- Has 1-3 years of relevant experience supporting multi-disciplinary teams in a fast paced, dynamic, and highly collaborative environment
- Has a "can-do" attitude, problem-solving skills, and a customer service approach to everything
- Thrives in creating order out of chaos
- Ability to pay close attention to many details and moving parts
- Has exemplary time management and organizational skills and enjoys helping others
- Is an excellent communicator in writing and in person and can effectively communicate with both an internal and external audience
- Has the gumption to know what they don't know and isn't afraid to ask for help
- Familiarity with Microsoft Word, Excel and PowerPoint, Adobe Creative Suite experience is preferred
- Experience with budget creation, budget management, and Salesforce is a plus

