Executive Coordinator
TEMP JOB OPENING
(June-October with potential to extend)
Harvard’s Center for International Development (CID)

Harvard’s Center for International Development (“CID”) is recognized as a global leader in research that expands the understanding of development challenges and offers viable solutions to global poverty.

CID has an immediate opening for a full-time temporary Executive Coordinator (with possibility of extension to a permanent position) to support the Center’s Director and Executive Director. The Executive Coordinator is an integral part of the Center’s activities, serving as a liaison to faculty, fellows, staff, students and important external contacts. This position provides an opportunity to work alongside CID’s senior team, to engage in a variety of work at one of Harvard’s leading think-tanks, to learn about research center administration and to facilitate high-level networking and fundraising initiatives.

The ideal candidate shall perform a wide range of complex administrative and support duties in a timely and accurate manner. This candidate must be proactive in problem-solving; able to multitask; and have high-level communication (oral and written) and interpersonal skills. S/he must have the ability to interact with a variety of stakeholders including students, faculty, donors and prominent individuals and organizations with tact and diplomacy. A high level of maturity and good judgment are essential to this role.

Responsibilities for this position will include:

• Managing complex calendars for the Center directors, coordinating high-level meetings and international travel arrangements
• Managing relationships with high-level donors and key contacts, ensuring timely follow-up and drafting sensitive communications
• Providing course support including: editing course syllabi, proofreading lecture/course materials, compiling readings and updating information on the online course page, coordinating student office hours, maintaining the Director’s webpage and liaising with teaching fellows
• Processing and assisting with financial payments, including vendor invoices, individual reimbursements, and other accounts payable and receivables
• Providing other office support including: composing and editing letters, memoranda, and reports, answering correspondence, maintaining office supplies, coordinating maintenance of physical space and equipment
• Supporting a diversity of projects as needed (conference and event logistics, proposals, research, presentations)
• Serving as the main public representative of the Center to all visitors and handling all general inquiries at the center and over the telephone.
The successful candidate will gain exposure to ground-breaking research on inclusive economic development, high-level academic fundraising initiatives, and opportunities to get involved with the broader Harvard Kennedy School community. CID is a high-profile, fast-paced office with friendly and energetic staff.

**Basic Requirements:**
- University degree with 3-5 years of professional experience in program coordination and/or executive administration
- Demonstrated prior experience providing high level administrative support and complex project coordination responsibilities
- Excellent verbal and written communication skills in English, plus basic understanding of Spanish
- Ability to meet tight deadlines in a fast paced, high-energy and constantly changing environment
- Demonstrated intermediate skill level with Word, Excel and PowerPoint
- Position requires adaptability, flexibility and the ability to multitask while maintaining excellent attention to detail
- Successful candidate must be highly motivated and detail-oriented with strong organizational skills

**Additional Qualifications:**
- Prior experience working with high profile individuals and organizations is a plus
- Verbal and written fluency in Spanish strongly preferred

*We invite qualified candidates to send a resume and cover letter in one document to cid@hks.harvard.edu referencing Executive Coordinator.*