POSITION DATA

JOB TITLE: Government & Community Affairs Coordinator
DEPARTMENT: Government & Community Affairs
REPORTS TO: Director, Government & Community Affairs
CLASSIFICATION: Exempt
DATE: January 2022

POSITION OVERVIEW
The Government & Community Affairs Coordinator will provide support for the overall goals and objectives of the Government & Community Affairs (GCA) team.

The coordinator will support initiatives to raise overall visibility of the Memorial and Museum, engage new audiences, and assist the department in building government and community support for the institution.

Responsibilities will include daily monitoring and response to stakeholder and community inquiries as well as organizational correspondence for annual and major events. The coordinator will assist with project and database management while providing administrative and logistical support for organization and department events.

ESSENTIAL FUNCTIONS
• Management of family and stakeholder correspondence process for annual events which includes coordination with relevant outside vendors and working cross functionally with other departments.
• Assists with the planning and implementation of high-level events and visits, compiling background research in advance as well as producing and distributing full briefings and assisting with on-site logistics.
• Manages Military and first responder requests and process and assist in event implementation, ensuring proper organization notifications and protocols are followed.
• Manages Survivor Tree Seedling program, working with partner organizations as well as 9/11 memorials around the country and world who receive seedlings.
• Support the GCA team with project management, research assistance, database management and other administrative duties, as needed, such as timesheets and expense reports.
• Research and maintenance of city, state, and federal contact database for all levels of government.
• Communicates with key stakeholders, while appropriately and professionally representing the organization.
• Provides support for special events throughout the year, including but not limited to annual events such as the February 26, 1993 Commemoration, September 11 Commemoration, May 30 anniversary of the formal end of operations at Ground Zero, 5K Run/Walk, and Salute to Service.
QUALIFICATIONS/SKILLS REQUIREMENT
- Bachelor’s Degree preferred.
- Strong oral, written, and interpersonal skills.
- Ability to multi-task and meet short deadlines.
- Excellent organizational skills with attention to detail.
- Ability to manage multiple projects simultaneously and keep those projects on track and execute on deliverables.
- Understand the benefits of and work as a team player.
- Capacity to handle sensitive information and topics with the utmost professionalism.
- Proficient in Microsoft Office applications, particularly PowerPoint, Word, Excel, and Microsoft Teams.
- Experience with database management software a plus.
- Knowledgeable with popular online applications and online methods of communication, conferencing, storage, and collaboration
- Commitment to the mission of the organization.

HOW TO APPLY
- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to 911mmgacajobs@911memorial.org.

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.