

Job description:

Director of Operations, Design for Social Innovation
School of Visual Arts, 231 West 21st Street, New York
Job begins: July, 2011

Classes for this new 2-year masters program will begin in September of 2012. This job is an extraordinary opportunity for someone who wants to be at the hub of the most exciting learning taking place in social innovation, and help shape its future.

The Director of Operations will be a full time position. We are looking for someone with:

- A passion for social innovation and immersion in its world
- Expert social networking skills, communication skills, tech mastery, personal skills, organization, flawless attention to details
- An entrepreneurial spirit, creativity and a good sense of humor.
- Experience successfully managing projects, programs and people.

Job responsibilities include but are not limited to:

Operations and management of:

Outreach to applicants and media through social networks and events
Working with architects on build-out of space on 21st street
Email lists and all communications
Coordination of relationships with faculty and guest lecturers
Interface with SVA admin and other departments
Paperwork for application process
Creation of events and speaker series
Co-creation and management of executive education program

Ownership of:

Scheduling interns, managing the space (once the program is open)
Updating the contact lists and communicating with a variety of audiences
Making sure the office runs smoothly
Researching new developments in social innovation and identifying potential faculty, students and guest lecturers.
Managing the budget

Technology Skills:

Filemaker pro
Keynote and Pages
Excel & database management
Wordpress, with HTML would be ideal.

Please send resume and cover letter to cheller@sva.edu by May 1, 2011.

Salary available upon request
