

# FTI Administrative Assistant

[Facade Tectonics Institute \(FTI\)](#) is a non-profit member organization for the architecture/engineering/construction industry and a research and education institution focused on healthy buildings and livable urban habitat. The Institute's mission is to accelerate transformative change in the built environment toward common goals of resilience and sustainability. FTI members share recognition of the building facade as the foundation for this endeavor.

## Job Description

The Administrative Assistant performs administrative duties associated with FTI's operation. The primary duties include operational support, management of events and programming, and assistance with marketing and communications. This is a part-time position, and the Administrative Assistant reports directly to the FTI Executive Director.

## Job Responsibilities

1. **Planning and Operational Support**
  - a. Responsible for providing operational support to the FTI Executive Director
  - b. Manage and maintain FTI communications channels and documentation
  - c. Manage and maintain financial data
2. **Events and Programming**
  - a. Responsible for assisting the FTI Executive Director in preparation of all FTI events
  - b. Perform speaker outreach and coordination
3. **Marketing and Communications**
  - a. Responsible for supporting the FTI Executive Director for all marketing and communications efforts
  - b. Develop graphic material for marketing and outreach purposes
  - c. Create and execute an annual communications calendar for various FTI events and initiatives, including the SKINS newsletter, with monthly reviews and updates
  - d. Maintain FTI's email contact lists and distribution database
  - e. Maintain the FTI website.

## **Qualifications**

1. Minimum of 5 years of administrative experience.

## **Application Requirements**

1. **Cover letter**
2. **Resume**
3. **List of three references**

Applications should be submitted to [info@facadetectonics.org](mailto:info@facadetectonics.org) by June 1, 2023, with a subject line "Application for the FTI Administrative Assistant position".