MSquared

Position: Team Coordinator
Location: New York, NY

Company Description:
MSquared is a women-owned real estate development and impact investing platform that delivers real solutions by partnering with government, developers and investors to build mixed-use, mixed-income projects that promote inclusive economic growth and deliver strong risk-adjusted returns. In addition to developing our own projects, we manage a series of private equity funds that invest nationally, as well as one vehicle focused on affordable housing projects in New York City only.

The Position:
We are seeking a Coordinator to provide administrative and project support for the Senior Management Team. The ideal candidate has outstanding communication and interpersonal skills, is agile, discreet and able to work independently and collaboratively across internal teams and external stakeholders. The successful candidate will ensure that the Senior Team Members and team are operating at a high level, by exercising an exacting attention to detail that fosters optimal information sharing, smooth workflow, and follow through. They will be working on complex project coordination across teams and managing administrative and scheduling duties with equal rigor and energy.

Essential Duties and Responsibilities:

- Manage Senior Team Member's calendar(s), including scheduling appointments, arranging meetings, anticipating needs and changing or rearranging meetings as appropriate, along with ensuring that any necessary administrative and technological resources are provided
- Provide day-to-day administrative support and coordination of Senior Team Members' priorities, preparedness, events and schedule; including maintaining notes and follow-up from meetings and events, communicating with both internal and external stakeholders, and tracking action items to ensure projects are on schedule and deadlines are met
- Identifying and executing opportunities on social media to promote awareness of the Company and/or Team Members' activities, milestones, industry insights and press presence
- Actively assist with various projects as needed
- Collaborate across firm and support functions to draft email correspondence, prepare briefings, presentation materials, reports and analysis with strong organizational skills and exceptional attention to detail and accuracy
- Assist on high level events, meetings and convenings
- Maintain data and project updates for internal check-ins
- Manage and maintain digital records and files related to ongoing work including creating organized file systems
- Field inquiries to appropriate team members, respond to employee and outside inquiries, and ensure timely response to urgent issues

Required Qualifications:

- A minimum of 3 years experience in project management with a focus on time and task management inclusive of tracking deliverables and deadlines via clear timelines or workback plans
- Bachelor's Degree

- Exceptional organizational and project management skills, with the ability to juggle multiple priorities simultaneously with sound judgement
- Enjoy working and collaborating with others
- Resourceful, pro-active, efficient, and customer services oriented
- Able to effectively receive and apply feedback
- Excellent written and verbal communication skills
- Experience with discretion and managing confidential information
- Willingness to work in a fast-paced and dynamic environment
- Demonstrated interest in urban affairs, cities and housing issues
- Proficiency with MS Office Suite (including Word, Excel, Outlook, etc.), Adobe Acrobat

Compensation/Benefits:
The base compensation range for this role is $75,000 to $100,000. This role is also eligible for a discretionary annual bonus, as well as access to our comprehensive medical, dental, and vision insurance, 401(k) plan, flexible spending benefits and all other benefits afforded to full-time MSquared employees.

MSquared is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. MSquared is committed to taking affirmative steps to promote the employment and advancement of minorities, women, persons with disabilities and protected veterans.

Application:
Interested candidates should send a resume and cover letter to careers@buildmsquared.com.