



Program Assistant Scope of Work

Launched in 2016, [Upstart Co-Lab](#) connects impact investing to the creative economy. Upstart helps impact investors who love art, design, culture, heritage and creativity learn about Ethical Fashion, Social Impact Media, Sustainable Food, Other Creative Businesses and Creative Places.

Administrative Support

- manage scheduling for Founding Partner and team
- manage travel for Founding Partner
- execute accounts payable and office reimbursement processes
- maintenance of office guide and electronic archive
- maintain contact database

Events and Special Projects

- support for invitations and RSVPs
- provide on-site event support
- Special projects as required (desk research, PowerPoint design)

This is a full-time, non-exempt position, paying \$800/week plus benefits including 6 weeks vacation. Upstart offers a start-up environment with opportunities for significant learning and responsibility. This position is in Upstart Co-Lab's office in New York City. Please email a resume to Sarah Lang (sarahlang@upstartco-lab.org).

Start date is July 15th. Applicants must be legally authorized to work in the United States.

Upstart Co-Lab is a sponsored project of Rockefeller Philanthropy Advisors. RPA is an equal opportunity employer.