



WomenServe is a registered non-profit, public benefit corporation organized and operated exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. The stated mission of WomenServe is to advance the status of women and girls through education and economic development initiatives primarily focused in the following areas: poverty alleviation and women's empowerment initiatives including school expansions and capacity development, water security, education advocacy, economic development, health and hygiene, community self-reliance, safe-outdoor recreation space, agriculture initiatives and storytelling.

WomenServe is searching for an experienced, reliable and task-oriented Executive Assistant.

The Executive Assistant will work directly with the Founder, Nioma Sadler and WomenServe team members and will be responsible for performing a number of administrative duties. The ideal candidate is a highly self-motivated, professional that is capable of managing their workload and prioritizing tasks in a fast-paced environment. This is an excellent opportunity to join a growing organization with inspiring global projects.

Duties and Responsibilities

- Coordinate executive and organizational communications, including taking calls, responding to emails and interfacing with organizational stakeholders,
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics,
- Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications,
- Maintain executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel,
- Prepare reports by collecting and analyzing information,
- Arrange corporate events to take place outside of the workplace, such as luncheons, fund-raising events and staff appreciation events,
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office and computer software products; placing and expediting orders for supplies; verifying receipt of supplies,

- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions,
- Secure information by completing database backups,
- Assist with budget management and reporting,
- Uphold a strict level of confidentiality,
- Develop and sustain a level of professionalism among team, board members and donors and partners.
- Contribute to team efforts by accomplishing related results as needed.

Qualifications and Skills

- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management,
- Advanced Microsoft Office, G-Suite and other communication and technology platform skills, with an ability to become quickly familiar with firm-specific programs and software,
- A high degree of proficiency in document and deck creation with little or no external input,
- Proficiency in collaboration and delegation of duties,
- Anticipatory of needs,
- Strong emotional intelligence,
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities,
- Exceptional interpersonal skills,
- Friendly and professional demeanor,
- A thick skin with a sense of humor and winning attitude,
- A willingness to travel to unknown territory in a fast-paced start-up.

Instructions

Please submit cover letter, resume and three references to admin@womenserve.org by August 15th for consideration.

WomenServe is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factor.