

Job Description

1. NAME:

2. POSITION TITLE: Executive Assistant

3. POSITION CLASSIFICATION: C/D

4. LOCATION: Flexible

5. REPORTING RESPONSIBILITIES:

The reporting responsibilities of this position are as follows:

Reporting to;	
5.1 Direct Reporting Line	Reporting Areas
Co-Executive Directors	All Matters
5.2 Functional Reporting Line	Reporting Areas

- Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.
- Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.

Reported by;	
5.3 Direct Reports	Reporting Areas
5.4 Functional Reports	Reporting Areas

- Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.
- Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.

6. OVERVIEW:

Overview of the Position

The Executive Assistant supports the work of the Co-Executive Directors (Co-EDs) to ensure the overall smooth planning and implementation of governance, programmatic, and organizational learning and strengthening activities at AWID. The Executive Assistant

provides important and sensitive support to the Co-EDs and the organization, ensuring throughout the work both an adherence to high standards of professionalism and a strong alignment with AWID's intersectional feminist values. Often as the first point of contact for the Co-EDs, the Executive Assistant is expected to handle information in complete confidence and with discretion. They provide proactive planning and rapid response to requests. Furthermore, the Executive Assistant works capably at all levels within AWID including the Board, all external partners, members, funders, and constituencies.

7. MAJOR RESPONSIBILITIES

Coordination of Governance work and Board relationships

- Tracks and calls attention to upcoming governance work, follow-up items from meetings, and other pending issues in close collaboration with the Co-EDs
- Coordinates committee meetings, including scheduling and the preparation and sharing of meeting agendas and materials
- Oversees the travel and logistics for each board meeting, in coordination with the logistics coordinator
- Tracks and facilitates the timely preparation of all board meeting materials and documents, and shares relevant documents with the Board in a timely manner
- Coordinates the production of the Staff Report and Executive Committee Updates
- Responsible for note-taking during Board and committee meetings, producing meeting minutes in a timely manner
- Coordinates the annual Board nominations and elections process
- Communicates with Board members to facilitate onboarding and orientation, shares information, manages expectations, and supports Board members with expenses reimbursement procedures or other logistical needs
- Develops the annual governance budget and workplan and monitors it on a quarterly basis
- Coordinate Board trainings as required

Support to the Co-Executive Directors

- Drafts communications and presentation materials as requested by the Co-EDs
- Input where required into the Co-EDs' calendar and upcoming tasks in consultation with the Co-EDs
- Supports travel logistics for the Co-EDs, including accommodations, per diems, travel itineraries and other bookings or support, as requested
- Manages Co-ED expense reimbursements, credit card reports, and other finances as required
- Supports the coordination and scheduling of Director's Team meetings
- Regular coordination with the Resource Mobilization team around timelines, donor meetings and communications, support, and relevant information as needed
- Coordinates, supports and tracks key organizational processes, as requested, including related to Co-ED responsibilities and relationship-building
- Coordinate the Co-ED "Ask Anything" all-staff sessions on a regular basis

- Provide support to and contribute in the planning of organization wide meetings including all staff meetings, staff touch points and all staff retreats

Team and organizational leadership, development and support

- Contributes to shared leadership and participatory processes
- Participates actively in organizational meeting spaces (staff meetings) and relevant Working Groups
- Seeks guidance and works towards setting and meeting their own SMART performance objectives
- Develops and monitors individual work plan: documenting timelines, requirements and deadlines
- Maintains collaborative relationships with staff across AWID to facilitate contact and communication
- Explores new ideas for improving management of duties, and enhancing their own capacity
- Carries out any other relevant tasks as required by, and mutually agreed with the manager.

Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever-evolving organization such as AWID, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.

8. POSITION SPECIFICATIONS:

Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism and anti-oppression
- Focus on the big picture and overall strategic framework for development
- Transparency and accountability including clear project management
- Critical thinking and analysis
- Results orientation
- Strategic risk management
- Build strong interpersonal relations from the role across the organization
- Self-awareness and insight

Essential Knowledge, Skills, Abilities & Experience

- At least seven years of progressive experience in a similar role, with at least three years within a non-profit development, gender, human rights and/or funding organization in the Global South
- Displays good judgment, sensitivity and attention to communication
- Excellent attention to detail and strong time management
- Ability to prioritize, multi-task, and with flexibility/agility as aligned with changing area needs
- Ability to work with minimal supervision/independently
- Extensive experience in project and program management; ability to develop, monitor and evaluate an operational plan with multiple projects, multiple deliverables and deadlines; ability to plan, organize and lead the implementation of plans and processes
- Demonstrated capacity to think strategically and analytically, with expertise in complex problem solving, decision making and critical thinking skills, displays good judgment
- Strong financial management acumen; knowledge of accounting procedures and protocols, budgeting and financial analysis
- Ability to work with a diverse and virtual team, and engage team members, build consensus, and build high performance teams
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment
- Excellent written and verbal communication in English
- Strong expertise in the use of various software and a high level of computer literacy (online & offline office suites, team communication software & project management tools)
- Ability to travel internationally (approx. 2-3 weeks per year)

Desirable Knowledge, Skills, Abilities & Experience:

- Familiarity with elements of feminist theory and gender justice frameworks
- Training or facilitation experience
- Multilingual – English, Spanish, French

- Post-secondary courses or certificates in administration, organizational development, or non-profit management
- Experience with shared leadership models of work
- Experience working in a global, virtual organization