



Job Description

1. NAME:
2. POSITION TITLE: Logistics and Administrative Coordinator
3. POSITION CLASSIFICATION: C
4. LOCATION: Flexible
5. REPORTING RESPONSIBILITIES:

The reporting responsibilities of this position are as follows:

Reporting to;	
<u>5.1 Direct Reporting Line</u>	<u>Reporting Areas</u>
Operations Manager	All Matters
<u>5.2 Functional Reporting Line</u>	<u>Reporting Areas</u>
Deputy Director HR	Matters related to travel support

- 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;	
<u>5.3 Direct Reports</u>	<u>Reporting Areas</u>
None	N/A
<u>5.4 Functional Reports</u>	<u>Reporting Areas</u>

- 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

AWID is a global, feminist, membership, movement-support organization. Our mission is to support feminist, women's rights, and gender justice movements to thrive, to be a driving force in challenging systems of oppression, and to co-create feminist realities. We currently have 35+ staff members based in 20+ different countries.

The Logistics and Administrative Coordinator plays a key role in supporting AWID staff and partner organizations to gather and convene by facilitating the strong, effective functioning of AWID's in-person and hybrid meetings and events (e.g. staff meetings, team meetings, and convenings with partners and allies). The key responsibilities of the Logistic and Administrative Coordinator are:

- Supporting AWID staff with travel logistics so as to ensure a safe and comfortable experience
- Providing overall assistance and support for ensuring smooth and efficient event and convening activities.

These will be done in line with AWID policies, and with an eye towards AWID's organizational values and feminist practices.

We are looking for someone who is able to multitask calmly under pressure, has an appreciation for, and experience supporting a wide range of accessibility needs, enjoys finding creative solutions to interesting logistical problems and is willing to take on new challenges.

7. MAJOR RESPONSIBILITIES

7.1 In-Person convening support:

- Work closely with teams to coordinate logistics requirements for planned convenings, providing input on timelines (e.g whether there is another convening/event taking place that would stretch capacity or challenge communications), organizational policies and practices, and accessibility.
- Support teams to identify, strategise on, and secure the convening's logistical needs, such as catering, audio-visual requirements, hybrid meeting technologies (for meetings held both online and in person), procuring meeting materials, disseminating meeting information, etc.
- Act as main point of contact and liaison with staff on accounting procedures and liaison with external events and travel vendors and suppliers in line with AWID's procurement policy and in coordination with the finance team.
- Maintains accurate documentation for supply orders and receipts for payments. This includes maintaining soft copy files and record keeping systems consultant contracts and coordinate invoicing in compliance with AWID's regulations and procedures.
- Draft logistics planning communications to all internal and external participants for convenings and other related activities
- Coordinate travel arrangements for convening attendees by providing guidance as needed including but not limited to flight bookings and ground transfer, visa requirements,



accommodations , travel insurance, per diem claims etc. This includes directing relevant participants to the most appropriate vendors to use, and ensuring that arrangements are made in a timely manner and according to the approved process and budget, and communicated effectively.

- Work closely with other staff and teams to ensure effective coordination of events deliverables, convenings and sessions at convenings, including with preparation of meeting-related documents, background reading, agenda, methodology, concept papers, presentations, post-meeting reports, etc.
- Be proactive in problem-solving to support smooth logistical implementation of events, as well as troubleshooting planning or onsite logistical challenges, escalating as needed
- Maintain and update the Logistics Database holding key vendor (hotels, meeting spaces, catering options, accessibility, etc) information, assessing the quality and cost of the service providers so as to provide staff with recommendations during the project design/planning phase, and for procurement purposes.
- Attends relevant convenings to manage onsite logistics
- Tracks upcoming AWID events, flagging realistic timelines and process requirements to relevant managers

7.2 Travel support:

- Provide travel guidance to staff as needed including but not limited to flight bookings and ground transfer, visa requirements, accommodations, transport, per diem claims, etc. Handle travel needs as required and, as needed, co-lead in managing group travel arrangements.
- Ensure staff have the documentation needed for visa applications (e.g. invitation letters, employment verification), or be able to connect staff with the support needed to secure the documents necessary.
- Track all travel and travel needs of staff to ensure they are well prepared for their travels, including working with the HR team to ensure pre-travel security information is recorded, establishing prep tasks with staff, etc.
- Be proactive in problem-solving as well as troubleshooting challenges and last-minute changes to travel if/when they emerge, escalating as needed
- Stay up-to-date with developments that can impact travel including, but not limited to weather and conflict;
- Maintain and update the AWID Staff Travel Guide; monitor travel compliance and escalate concerns as needed.

7.3 Other organizational systems support

- Manage AWID's UN ECOSOC status and UN badge designations, and other registrations for external convenings as required.
- Maintain and develop and translation and interpretation systems, including liaising with vendors
- Develop and support accessibility practices and guidance for organizational processes and systems



7.4 Team and organizational leadership, development and support:

- Ensure the timely and effective implementation of deliverables linked to individual work plans, including all activities, reports and evaluations.
- Monitor individual work plan, timesheets, staff expenses, and other HR and admin requirements
- Seek guidance and work towards setting and meeting own SMART performance objectives, including developing professional development objectives.
- Participate and contribute to the Forum team coordination and planning meetings
- Explore new ideas for improving management of duties and enhancing one's own capacity
- Carry out any other relevant tasks as required by, and mutually agreed with the your line 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.

POSITION SPECIFICATIONS:

Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices
- Committed to the principles of feminism and anti-oppression.
- Very detail-oriented, with the ability to connect them to the big picture and strategic framework
- Transparency and accountability
- Critical thinking and analysis
- Results orientation
- Strategic Risk Management
- Strong Interpersonal relations across the organization (up, down and across)
- Influencing & resolving differences across boundaries
- Self-awareness and insight

Essential Knowledge, Skills, Abilities & Experience

- Three years of experience in a similar role with at least one year within a non-profit development, gender, human rights and/or funding organization in the Global South.
- Demonstrated knowledge and experience in travel or event management, and administrative support;
- Excellent attention to detail, ensuring accuracy in documentation and communication
- Strong organizational and multitasking skills, with an ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Demonstrated capacity to think strategically and analytically, with expertise in complex problem solving, decision making and critical thinking skills, displays good judgment.
- Experience in developing and tracking budgets and able to do basic financial analysis
- Ability to work with a diverse and virtual team and engage team members, build relationships and consensus.



- Strong public speaker – able to convey information clearly, concisely and in a compelling way.
- 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 (MS Office Suite, Google Apps, instant messaging and virtual team collaboration software such as Slack and Asana)
- Ability to travel internationally (approx. 6-8 weeks per year)

Desirable Knowledge, Skills, Abilities & Experience:

- Familiarity with elements of feminist theory and movement-building frameworks and/or have worked at a feminist organization
- Knowledge of financial management, accounting procedures and protocols, budgeting and financial analysis
- Multilingual – English, Spanish, French
- Courses or certificates in gender/feminist studies, administration, events management, or nonprofit management
- Experience working in a global, virtual organization