



### **Executive Assistant**

**Location:** Eastern or Central Time Zone, preferably in the New York Metropolitan Area. This role will primarily be remote. We are seeking someone who is able to travel to New York City to support in-person activities up to six times annually.

**Type:** Part-time, permanent position; 20 hours per week, 4 or 5 days per week. We are seeking someone who is able to make a long-term commitment to this role.

**Salary Range:** 30k to 39k USD depending on location, experience, and qualifications

**Start Date:** As soon as possible

**Reports to:** Founder and CEO

**Organization Description:** Humanity in Action is a transatlantic educational organization with six teams working in Amsterdam, Berlin, Copenhagen, New York, Sarajevo, and Warsaw. Humanity in Action, Inc. is a New York City-based 501(c)(3) non-profit organization. We educate, inspire, and connect a global network of students, young professionals, and established leaders committed to promoting human rights, pluralism, and democratic values—in their own communities and beyond. Our programs enable constructive discussion and action in a changing world through innovative and inclusive approaches that bridge past and present.

**The Opportunity:** We are seeking a dynamic Executive Assistant who is organized, flexible, and pays attention to details. Responsibilities focus on supporting the CEO and, where necessary, other executive staff. The Executive Assistant will primarily report to the organization's CEO.

### **Duties and Responsibilities:**

- Personally assisting the CEO in daily tasks such as:
  - Managing their calendar, incl. scheduling meetings and zoom account management
  - Making their travel arrangements
  - Providing ad-hoc tech assistance and troubleshooting
  - Filing, sharing, and retrieving documents
  - Assisting in editing and submitting (recommendation) letters
- Supporting the CEO in their governance-related duties and responsibilities
  - Scheduling board meetings virtually or organizing them in person (coordinating logistics with venues etc.), incl. sharing calendar invites and tracking RSVPs
  - Preparing meeting agendas and sending out related communications
  - Taking minutes
- Supporting the Management of the Office
  - Receiving and administering physical mail
  - Responding to phone calls and following up on voicemails
  - Supporting the implementation of a database management system
- Supporting the CFO with tasks such as filing invoices and communicating with banks
- Supporting the CDO with tasks such as sending acknowledgment letters, providing logistical support for the Annual Benefit event and keeping track of reporting deadlines



**Work Culture:** Humanity in Action staff in the US and five other countries develops and implements programming for change-makers and young leaders. We are a small team of collaborative people who take initiative, work well together and independently, look for innovative opportunities for the organization, and work with integrity.

This role is a good fit for you if you:

- Are able to work at least four, ideally five, days a week (20h weekly)
- Have work experience as an Executive Assistant, Personal Assistant or in a similar role
- Work in a patient, thoughtful, flexible, organized and dedicated manner
- Pay attention to detail
- Have experience in handling and filing spreadsheets and documents
- Have outstanding organizational and time management skills
- Excellent verbal and written communications skills

**Requirements:**

- Excellent English writing and copy-editing skills
- At least three years of full-time work experience
- Experience with iOS, GSuite, Microsoft Office, Zoom
- Previous experience with Mailchimp and Wufoo is welcomed but not required
- Capacity to employ appropriate language and tone to communicate effectively with different stakeholders of the Humanity in Action network

Please note that this is a permanent part-time position. As a part-time position, we are unable to offer benefits at this time.

To apply, please submit a cover letter (one page) and a resume (max. two pages) as well as the name and contact information of two professional references [here](#) [<https://www.humanityinaction.org/jobs/apply-to-humanity-in-action/>].

If you have any questions, please email [usa@humanityinaction.org](mailto:usa@humanityinaction.org) with the subject line: Executive Assistant Role Inquiry. Applications close February 6, 2022 and will be reviewed on a rolling basis.