

Administrative Assistant to the CEO

The Administrative Assistant will work to assist the CEO to satisfy the administrative needs of the organization's work and goals to advance JB Dondolo's impact in key areas of Water, Sanitation and Hygiene (WASH), gender equity, and no poverty. This **volunteer** position represents 1 vacancy.

Responsibilities

- Support the CEO undertaking and completing routine administrative assignments with independent judgment
- Triage and respond to (when appropriate), external queries and requests
- Provide support services including typing, copying, mailing, scanning and faxing
- Provide support with special projects
- Perform other administrative tasks such as including data entry, document formatting, etc.
- Ability to develop and or assist with the production of content for newsletters, JB Dondolo website changes, and other and social media platforms (e.g., Twitter and Facebook) and activities
- Organize, schedule, and coordinate meetings and conference calls for CEO including recording minutes and post-meeting action items
- Conducts research, compiles said results and prepares reports
- Perform other administrative tasks and duties as assigned or as needed

Qualifications

- Associate's Degree or 1 year of direct related experience required
- Knowledge of Microsoft Office Suite applications with the ability to learn new software, as necessary
- Strong analytical, oral, and written communication skills with good grammar and spelling
- Excellent judgment and discretion with the ability to handle matters of a confidential and sensitive nature
- Well organized with superior prioritization skills and flexible to manage multiple complex projects with minimal supervision and attention to detail
- Ability to adapt to direct and indirect reporting relationships
- Ability to learn job responsibilities efficiently
- Familiarity with social media platform content and development production, e-newsletters, website changes, and other related social media activities
- Strong commitment to positive and responsive customer service in multiple venues (i.e., phone, email, video conferencing)

How to Apply

Please send a resume/CV and cover letter to team@jbdondolo.org with the subject line: Administrative Assistant to the CEO application. Applications are due by March 1st at 11:59:59 PM EST.