

## Job Description

### Part-time Executive Assistant to the Vice President of Programs

**Position Summary:** Support the Vice President of Programs by assisting with scheduling, communication, organization and the maintenance of healthy working relationships in a professional, accurate, efficient, and appropriately confidential manner. Additionally, handle certain office management, finance support and travel-related responsibilities.

**Hours:** 25–30 per week

#### Essential Job Functions

##### Communications and Filing

- Assist the VP of Programs with communications including, but not limited to, screening and appropriately responding to calls, voicemails, emails and mail on an ongoing basis.
- Draft and edit documents as requested.
- Maintain accurate and accessible files of useful information in Google Drive including, but not limited to, contact information, accounts information, field staff and field office information, VP of Programs updates, travel locations and documents, contracts (working with the finance department), special events and programs.
- Collaborate with the VP of Programs to consistently keep the program team informed and appreciated including, but not limited to, planning birthday cards and providing assistance with VP of Programs monthly updates.
- Assist the VP of Programs in thanking and updating institutional and private donors in a timely and personable manner after doing research and conferring with the program team, development team and/or the VP of Programs as appropriate.

##### Scheduling, Travel and Preparations

- Maintain the calendar, tasks and deadlines for the VP of Programs on an ongoing basis including, but not limited to, planning and confirming meetings as necessary and ensuring that addresses, contact information, confirmation numbers, and other useful details are readily accessible to VP of Programs and team members.
- Prepare the VP of Programs' monthly PTO calendars and maintain the annual VP of Programs days-out-of-office calendar.

- Arrange and request confirmation of travel accommodations for VP of Programs and appropriate guests, including but not limited to cash advances or reimbursements, international travel insurance, passport/visas, flights, lodging, ground transportation, and event registrations. Utilize rewards memberships and seek discounts whenever possible.
- Prepare and submit timely and accurate expense reports, reimbursements and travel reconciliations for the VP of Programs.
- Ensure that the VP of Programs is prepared for business meetings including, but not limited to, sharing reminders; preparing meeting space, supplies and digital or printed materials as requested; and procuring office supplies, subscriptions, software, and books.
- Assist with the planning and implementation of congresses, conferences, seminars and workshops.

#### Program Team Administration

- Take primary responsibility for planning and managing logistics for program team meetings (3 times per year, often in international locations) including but not limited to reservations, shopping and/or catering orders and material preparation.
- Ensure program team wiki is up to date with meeting and travel schedules, introducing new coordination or administrative tools or processes as needed.
- Prepare final copies of job descriptions, ensure they are posted and applications are tracked for new positions.
- Coordinate with the hiring team to prepare onboarding schedules and materials for new staff.
- Work with the program team to ensure the preparation, review, organization and presentation of board meeting materials.
- Provide administrative support to the program department as time allows, including correspondence, filing, and assisting with travel arrangements like the processing of visa and passport applications.
- Prepare and ship material to projects as scheduled or requested by field and/or program staff.

**Additional Job Functions:** Although not Essential Job Functions, employee may also be responsible for the following from time to time:

- Perform other duties as assigned.

**Accountabilities:** To perform the job successfully, the employee should achieve or maintain acceptable productivity levels, quality levels and/or outcomes in the areas listed below:

- Email or other communications with the VP of Programs are responded to in a timely and professional manner with responses needed by the VP of Programs being tracked effectively
- Calendar and deadlines for the VP of Programs are up to date and tasks, including tasks assigned by the VP to other team members, are tracked effectively
- Meetings and events are planned, coordinated and executed with a high level of professionalism and care for team members.
- Travel expense and reimbursement reporting and is completed accurately no more than 30 days following a trip
- A high-performance culture and supportive team culture is fostered among team members.
- ALM policies and procedures are followed and supported.

**Competencies:** To perform the job successfully, the employee should possess the following knowledge, skills, abilities and behaviors:

- **Initiative** – Without prompting, takes proactive steps to manage and/or improve all work tasks and operations. Is innovative, responsible and insightful.
- **Adaptability** – Demonstrates ability to adjust to and thrive in a dynamic, strategic and results driven organization. Is flexible and teachable.
- **Teamwork** – Works cooperatively with co-workers, donors, end recipients, vendors, volunteers and others to achieve the organization’s mission, values and goals, showing favor, grace, compassion, cooperation, mercy and acceptance.
- **Accountability** – Experiences a sense of responsibility to the organization, its stakeholders, and the community when making decisions that affect the organization; not forced by policy to do what is right and fair, but has an internal sense of responsibility.
- **Accuracy** – Demonstrates precision and correctness in work. Has the ability and desire to produce accurate work that is free of errors on a consistent basis.

- **Awareness and Sensitivity to the External Environment** – Situational awareness; is aware of organization’s position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with internal and external customers; is promoting and affirming in conversations about and on behalf of the organization.
- **Communication** – Speaks clearly and writes effectively and persuasively in positive or negative situations; listens to management, co-workers, donors, end recipients, vendors and others in order to effectively and efficiently share information and ideas; demonstrates effective group presentation and meeting skills.
- **Planning and Organizing/Time Management** – Plans and prioritizes work activities, uses time efficiently and develops realistic action plans; establishes and adheres to deadlines; collects, analyzes and uses data to manage effectively and efficiently.
- **Responsiveness** – Responds appropriately and timely to requests for information by members of the management team, other internal customers and external customers, and demonstrates sense of urgency.
- **Systems and Technology** – Comfortable with current technology; willing to assess technology needs and implement appropriate solutions.

**Required Minimum Education, Experience and Skills:**

- Strong written and oral communication skills
- Attention to detail
- Experience working with confidential information
- Experience with event planning
- Proficiency with Microsoft Office products, especially Excel and Word, and with internet technology
- Ability and willingness to share the Christian faith through word and deed

**Preferred Education, Experience and Skills:**

- Bachelor’s Degree in communication, business, or related field
- Non-profit and/or executive assistant experience preferred
- Experience with Google Drive, Gmail and Google Calendars
- Proficiency speaking and writing in French

**Apply now by sending a cover letter and resume to [almcareers@leprosy.org](mailto:almcareers@leprosy.org).**