

Administrative Assistant

Position Description

Further WE International's mission by supporting operations through scheduling, organizing, reporting, and implementing administrative systems (www.WEInternational.org and www.WETrektoendtrafficking.org)

Skills and Qualifications

Skills:

- Optimistic worldview
- Strong communication skills
- Professionalism skills
- Strong organizational skills
- Detail-oriented, meticulous
- Ability to problem solve
- Vision to implement and streamline processes
- Ability to work well with unstructured, big picture-oriented team members

Qualifications:

- 1 or more years of professional experience in increasingly responsible roles
- Working knowledge in Google, Word, Excel
- International travel / volunteer experience a plus
- Comfortable and confident communicating with international colleagues
- Ability to communicate over social media

Responsibilities

General responsibilities include assisting in office operations

- Assist with internal operations
- Help with social media
- Maintain internal records
- Implement internal and external communications
- Schedule internal and external activities
- Help recruit and train new team members
- Help manage interns and volunteers
- Apply professional development
- Help with donor management
- Other duties as assigned

Schedule and Pay

Paid: Hourly

Time: 10-20 hours per week Monday through Friday

Pay: Depending on experience