



### **Administrative 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 three 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:** Up to 28,000 USD depending on location, experience, and qualifications

**Start Date:** As soon as possible

**Reports to:** Operations and Admissions Manager and US National Director

**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 Administrative Assistant who is organized, flexible, and meticulous. Responsibilities focus on supporting the Humanity in Action Inc. Staff.

The Administrative Assistant will primarily report to the Operations and Admissions Manager.

### **Duties and Responsibilities:**

- Assisting the Operations and Admissions Manager with the functioning of the Inc. Office:
  - Receiving and administering physical mail
  - Responding to phone calls and following up on voicemails
  - Managing and responding to emails coming in via info@ usa@ admin@ support@ conference@ etc.
  - Overseeing Amazon sales (Reporting to Authors the number of books sold, coordinating payouts)
- Supporting with Executive Committee Meetings, Board Meetings, and Annual Benefit
  - Preparing meeting agendas, organizing accompanying materials, and sending out related communications
  - Tracking RSVPs and taking minutes
  - Providing logistical support for the Annual Benefit event
- Personally assisting the CEO in daily tasks such as:
  - Managing their calendar and zoom account including scheduling meetings
  - Making their travel arrangements
  - Providing ad-hoc tech assistance and troubleshooting
  - Filing, sharing, and retrieving documents
  - Assisting in editing and submitting (recommendation) letters
- Coordinating consultant processes, including:
  - Initiating, organizing, scheduling, and coordinating all calls between Cambridge Hill Partners, Humanity in Action Senior Fellows, staff and board members, and the Alfred Landecker Foundation
- Ad hoc Support for Various Inc. Team Members



**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 Administrative Assistant or in a similar role
- Work in a patient, thoughtful, flexible, organized and dedicated manner
- Pays 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 entry level work experience
- Experience with iOS, GSuite, Microsoft Office, Zoom, and Salesforce
- 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/) [<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: *Administrative Assistant Role Inquiry*. Applications close March 1st, 2023 and will be reviewed on a rolling basis.

*Humanity in Action is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), marital or familial status, national origin, age, physical or mental disability, sexual orientation, gender expression or gender identity, citizenship status, covered military or veteran status, genetic information, status as a domestic violence victim, prior arrest of conviction, reproductive health decision making and/or any other classification protected by federal, state, or local laws. This Equal Employment Opportunity Policy is an integral part of our generally applicable personnel practices and procedures and applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, compensation, benefits, termination, leaves of absence, training, the development and advancement of employees, and all other terms and conditions of employment. Any employee of Humanity in Action who violates this policy may be subject to disciplinary action, up to and including termination.*