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Role Administration and Communications Assistant

Mission of Role VOICE is a cutting-edge, for impact-non-profit, that is revolutionizing the conflict, crisis and peacebuilding landscape by harnessing the power of women and girls. The mission of the Administration and Communications Assistant is to support the Executive Director, the Head of Communications, and the Operations and Partnerships Manager and Programs work in order to support critical functions of VOICE's work.

Experience Profile

- At least 1-2 years of experience in admin and support functions.
- Associate's or Bachelor's degree.
- A keen interest in and knowledge of social media platforms and social media messaging.
- Experience in Salesforce, Slack, MailChimp, MS Excel/Word/PPT, bill paying software, Project Management software is desirable for this role. This role will manage these platforms and the integration between them.
- Seeking to work within a growing organization and play a critical role in its future growth.
- Excellent organizational skills with the ability to prioritize.
- Preference is for someone with professional experience on and interest in socially and/or politically challenging topics (e.g. violence against women and girls).

Outcomes

Proactive, day-to-day administrative functions, including but not limited to managing information flows, supporting and managing scheduling for Executive Director as needed, coordinating timelines and administrative documents, bill paying and tracking of expenditures, contracting and invoicing, meeting minutes.

Social media and comms support, including but not limited to email marketing and social media management and publishing (across platforms); analytics reporting.

Supporting and implementing standardized ways of "doing business" including but not limited to developing policies and procedures to standardize and organize the way VOICE's internal structures work and flow.



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Provide support with business development activities and managing research projects and timelines. This includes research and database development for women and girl-led organizations. Support research related business development activities, including conducting literature reviews, online research, and developing research and funding proposals.

Competencies

Organized/Efficient

Excellent Communicator

Independent/ leader

A Doer

Time Commitment/Location/Compensation

This is a full-time home-based position with at least a 6-month commitment. We need someone that is dedicated to VOICE's mission and excited about growing our movement and implementing VOICE's COVID-19 Response Strategy and beyond.

This position is likely to grow and evolve as VOICE grows.

Location: Remote, U.S.-based preferred, or able to work comfortably in Eastern Time Zone.

Compensation is commensurate with experience.

How to apply

Please send your CV/resume and brief cover letter to future@voiceamplified.org. Use "Administration and Communications Assistant" as the subject line of your email submission. We are looking to hire ASAP. Apply now, and no later than, **October 30, 2020**. While not required, you are welcome to send examples of related work.