

JOB DESCRIPTION

Job Title

Executive Assistant

This position assists the Executive Management team with management of and support to PADF's hemispheric Board of Directors. This includes board meeting planning, scheduling, preparation of board meeting materials, outreach to Trustees, and support of all committees. The position will also provide administrative support to the Deputy Director, with support to Executive Management and Resource Development teams when needed, with a range of tasks and assignments, including administration, travel support, preparation of correspondence, scheduling, strategic planning, and other assigned tasks.

Location

PADF Headquarters, Washington, DC. Full-time position with benefits.

Supervision

Reports to the Deputy Director.

Education Required

Must have a college degree or equivalent work experience and a working knowledge of hemispheric affairs.

Language Proficiency Required

Fluency in English, with strong oral and writing skills. Spanish fluency and strong writing skills strongly preferred.

Other Requirements

Must have at least four years of administrative experience working for an international or non-profit organization, preferably with experience in Latin America and the Caribbean. Experience working with senior-level corporate, NGO, and diplomatic officials, event and meeting planning for boards or similar institutional bodies, managing multiple tasks for corporate officials, and experience developing positive working relationships with senior-level executives.

Work skills required: strong writing, proofreading, and research skills; proven skills managing event planning and logistics; clear understanding of and identification with PADF's mission and program activities; strong organization skills and attention to detail; superior interpersonal skills and ability to interact with staff, Board members and PADF international partners; ability to efficiently manage multiple projects simultaneously; strong analytic skills and ability to respond quickly and efficiently to requests; high proficiency with Microsoft Office and other technology, including basic Web programs and databases.

Major Duties and Responsibilities

- Plan, organize, and manage actions required for annual and mid-year Board meetings and Board-related events, including preparation of agendas, board books, committee reports, project status reports, field visits, etc. in conjunction with the Executive and Deputy Directors.
- Plan, organize, and manage actions related to the Executive Committee and other Board committee meetings and follow-up actions, including minutes and related actions.
- Develop and implement more systematic ways of communicating with Trustees on ongoing Foundation actions and facilitating their participation in various events and activities.

- Ensure that PADF is upholding strong governance compliance, including complying with its bylaws and other policies. Maintain updated board governance documents, including all changes and modifications, and monitor governance issues.
- Manage follow-up actions for recruitment of new Trustees and rotation schedules. With Nominations Committee, develop and implement system for evaluating each Trustee's contributions to PADF.
- With the Deputy and Executive Directors, regularly monitor Trustee's views and participation, and how they can effectively contribute to PADF.
- Collaborate with the Senior Director of Communications and the Director of Corporate Partnerships on Trustee outreach in areas they manage.
- Support the Deputy Director with scheduling, travel, event and meeting planning, correspondence, and a range of other administrative tasks.
- Perform other tasks and duties as assigned.

Start Date

Position is available immediately.

General Description

Supports the Deputy Director, and the Executive Management and Resource Development teams as assigned, with a broad range of support in Board governance, strategic planning, reporting, institutional outreach to partners and donors, correspondence, meeting and event coordination, and management of particular administrative tasks as assigned. Conducts limited research on specific development topics, donors, foundations, organizations, and other as assigned; performs other tasks not specifically listed herein but which may be required within the context of the special needs of PADF.