

## **Executive Assistant to the Managing Director**

**Reporting to:** Managing Director, Women for Women International DE

**Duration:** 12-month contract with possible extension

**Working pattern:** Part-time (80%, 32 hours/week)

**Closing date:** 8th January 2023

**Salary level:** 25,000 € p.a.

Women for Women International is a global organisation that expanded to Germany in 2018. The German office [Women for Women International DE gGmbH](#) is looking for a part-time Executive Assistant to start on 1<sup>st</sup> February 2023 or earlier.

Women for Women International invests where inequality is greatest by helping women who are forgotten — the women survivors of war and conflict. In Afghanistan, Bosnia and Herzegovina, the Democratic Republic of the Congo, Iraq, Kosovo, Nigeria, Rwanda, and South Sudan, women learn skills to rebuild their families and communities through Women for Women International's Stronger Women, Stronger Nations Programme. They form support networks, are equipped with the skills to earn an income and save and gain knowledge and resources about health and their rights. Since 1993, our global community has invested in the power of over 530,000 women across 14 conflict-affected countries, to create a ripple effect that makes the world more equal, peaceful, and prosperous.

The organisation in Germany is in an exciting start-up phase and we are a small, interdisciplinary team. We are looking for candidates who would like to get involved in this exciting early period and support on a number of different tasks.

### **Key tasks**

#### **Administrative Support, HR, Operations - 40%**

- Prepare drafts, research, meeting and event briefs, letters and other documents for the Managing Director, including confidential and sensitive information as required.
- Prepare presentations (in English and German) for multiple audiences including donors and supporters, trustees, senior stakeholders, global and DE board meetings
- Manage the diary of the Managing Director, organise and arrange meetings, take meeting minutes where needed, action follow-up tasks after meetings
- Manage the inbox of the Managing Director, ensuring response is in a timely manner to all internal and external communications and requests
- Manage the Managing Director's correspondence and communications with internal and external stakeholders, including trustees, key supporters, donors, Ambassadors, celebrities, and major donors
- Support the Managing Director with recruitment of new staff
- Support the Managing Director with organising and administration of internal events and team meetings
- Support on administration for the Berlin office, including filing and the organisation of documents

- Proactively improve existing systems and processes, if necessary, to assist in creating an efficient and effective working environment and team.
- Support on managing the travel arrangements of the Managing Director and team

### **Governance - 40%**

- Support the Managing Director with Board Meetings, including liaising with Trustees to arrange and prepare Board meetings, timely preparation, and dissemination of Board papers, and taking minuting meetings (in English). Supporting on relevant actions and follow-ups from meetings.
- Assist the Managing Director in managing the organisation and keeping track of and meeting deadlines for all governance matters.
- Manage the Managing Director's communications with Board members, respond to ad hoc inquiries and requests from Trustees and provide support to Trustees when required
- Support the executive director at global Board meetings (in English)

### **Fundraising & Communications 20%**

- Support the Managing Director with speaking engagements, including preparing presentations and talking points in collaboration with other members of the team
- Prepare presentations and talking points for external events
- Provide briefings for the Managing Director in advance of important meetings and events, liaising with different members of the staff team as appropriate.
- Coordinate appropriate follow-ups to meetings and fundraising opportunities with individuals, corporations, foundations, and other relevant sources. Communicate with members of the team about relevant meetings and activities.

### **Person specification**

- Extraordinary organisational skills and the ability to prioritise with attention to detail and maintain accuracy under pressure
- Excellent communication skills, as well as fluent written and spoken German and English, in order to be able to liaise with international colleagues.
- Flexible and adaptable, problem-solver
- Calm under pressure, able to handle multiple deadlines and projects simultaneously
- Confident, articulate and a quick learner
- Competent in Word, Excel, PowerPoint, Outlook
- You are creative and have a solution-oriented, analytical way of working. You remain calm and can prioritise well even under pressure and are willing to lend a hand to support your colleagues.
- You want to work in a small, motivated team where flexibility and teamwork are key.
- You bring respect, teamwork and integrity to your daily work to contribute to a common mission.
- You have a prudent approach to sensitive and confidential data.
- You have an interest in feminist issues and the work of Women for Women International.

## **What we can offer you**

- An exciting role in an international and varied work environment with plenty of room for self-development.
- Insight into an INGO that combines the flexibility of a small start-up with the professionalism of a global, established organisation.
- A role that combines working from home and working from the Berlin office (hybrid model, minimum 2 days/week in the office expected).
- A pleasant working atmosphere in a highly motivated team.
- A meaningful role that supports our mission helping women in conflict-affected countries to rebuild their lives.

## **Details**

**Duration:** 12-month contract with possible extension

**Working pattern:** Part-time (80%, 32 hours/week)

**Salary level:** 25,000 € p.a.

**Start date:** 1st February or earlier

**Location:** Schumannstraße 9, 10117 Berlin. The role can be performed in a hybrid model working from home and from the Berlin office (minimum 2 days per week in the office). Willingness to travel within Germany and to work occasional weekend and evening hours is required.

## **Application:**

To apply, please send your CV (without a photo) and a cover letter, both formatted as PDF documents, to [ckent@womenforwomen.org](mailto:ckent@womenforwomen.org) by **8th January 2023**. Tell us about yourself, your expectations for this role and why exactly you are the right person for the job. Please use the subject line "Executive Assistant."

Diversity at Women for Women International is about inclusion, embracing differences, creating possibilities and growing together for better performance. We embrace diversity in our workforce. This means giving full and fair consideration to all applicants and continuing development of all employees regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, socio-economic background, marriage and civil partnership, political opinions, and pregnancy and maternity. Applications are welcomed and encouraged from all interested parties. Even if you may not meet all the requirements, we would like to hear from you. Our core values can be read [here](#).

We know that the application process can be stressful and that you may want to ask informal questions beforehand. Please get in touch with Negar at [nsharafi@womenforwomen.org](mailto:nsharafi@womenforwomen.org) if you have any questions.

Due to the large number of applications, we can unfortunately only respond to those shortlisted for an interview. Applications received are reviewed on an ongoing basis and offers for interviews may be made to suitable applicants\* before the application deadline.