



## ADMINISTRATIVE ASSISTANT

**Location:** worldwide, remote online

**Job status:** Part time, volunteer, no benefits

**Start Date:** ASAP

### JOB SUMMARY

The Administrative Assistant – Part Time is responsible for providing administrative support to the Sayap AFRICA non-profit organization to assist with and facilitate progress towards Sayap Africa goals. The incumbent will perform daily clerical work and support assigned volunteers with department projects, data management, and other general office duties. In addition, this position provides logistical assistance for various meetings and events. The ideal candidate is experienced in handling a wide range of administrative and director support related tasks and is able to work independently with minimal supervision. This person must be exceedingly well-organized, flexible and able to uphold the mission and values of Sayap Africa in every aspect of the work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❖ Provides administrative support to assigned team members, which include scheduling, meeting coordination, material preparation, data entry, making travel arrangements, processing expense reporting, and other general administrative tasks.
- ❖ Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for internal customers as well as external stakeholders and groups.
- ❖ Identifies scheduling conflicts and provides regular scheduling updates to the team during weekly team meetings.
- ❖ Manages Outlook calendar appointments for the Director and team, including invitations for all Collaborative Action Networks, Leadership Table, Executive Committee, Data Team, and Communication Team.
- ❖ Coordinates meeting and event registration and logistics, which includes securing space, arranging for food refreshments, preparing materials, and confirming participant reservations and attendance.
- ❖ Prepares a variety of documents (e.g., correspondence, agendas, minutes, event programs, reports, etc.) to communicate information and/or create documentation in paper and/or electronic format. Uploads all documents in the Google folder and manages organization of the folder.
- ❖ Maintains up-to-date records, which includes files, contacts lists, and database entries;
- ❖ Ability to support the mission, vision, and values of Building Our Future and abide by applicable standards of conduct, policies, and procedures.
- ❖ Ability to interact effectively with people from diverse backgrounds.
- ❖ Ability to communicate effectively, verbally and in writing.
- ❖ Ability to problem-solve issues.
- ❖ Proficient in Microsoft Office Suite applications (i.e., Word, Excel, PowerPoint, Outlook specifically), and database uses.
- ❖ Must be organized and able to handle multiple tasks.

### QUALIFICATIONS

A high school diploma, GED, or HSED with some advance training or education in administrative functions required; an Associate's Degree or higher and previous experience working in a fast-paced environment preferred. Three (3) or more years of experience in administrative roles required; customer service experience preferred. Willingness to accommodate requests for support outside of regular business hours on occasion, with appropriate notice; can be Bilingual both oral and written, (French and English).

### How to Apply

Send your resume and cover letter to [Recruit@sayapafrika.org](mailto:Recruit@sayapafrika.org) with the subject line: "Administrative assistant." We look forward to hearing from you!