

**TITLE: Executive Assistant to the Global Executive Director**



**REPORTS TO: Global Executive Director**

**LOCATION: New York, NY**

**RENUMERATION: Competitive and commensurate with experience**

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### **POSITION SUMMARY**

The Executive Assistant serves as the primary internal and external contact on all matters pertaining to the Global Executive Director. S/he also serves as a liaison to the Board of Directors and Senior Management Team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. S/he must be creative and enjoy working within a mission and results driven environment. The ideal candidate will have good judgment with strong written and verbal communication, administrative and organizational skills, and the ability to balance multiple projects effectively. S/he will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **ABOUT US**

Founded in 1992, Equality Now is an international human rights organization dedicated to ensuring that women and girls around the world can live their lives free from violence and discrimination. Combining grassroots activism with international, regional and national legal advocacy, we envision a world in which women and men have equal rights under the law and full enjoyment of those rights. Our issue areas encompass Legal Equality, Justice for Girls, and Ending Female Genital Mutilation (FGM), Sex Trafficking and Sexual Violence.

### **Responsibilities:**

#### *Executive Support*

- Completes a broad variety of administrative tasks for the Global Executive Director including: managing an extremely active calendar; completing expense reports; composing and preparing confidential correspondence; arranging complex travel plans, itineraries and agendas; and compiling documents for meetings.
- Coordinates the Global Executive Director's schedule and acts as a "gatekeeper" to the Global Executive Director's time and office.
- Communicates directly and on behalf of the Global Executive Director with Board Directors, donors, staff, and others.
- Supports organizational and internal policy development and implementation on behalf of the Global Executive Director.
- Provides leadership in administration of new employee orientation and onboarding, development and training logistics.
- Researches, prioritizes and follows up on incoming issues and concerns addressed to the Global Executive Director, including those of a sensitive and confidential nature.
- Provides a bridge for smooth communication between the Global Executive Director's office and internal departments while demonstrating leadership to maintain credibility, trust and support with leadership team.
- Works closely and effectively with the Global Executive Director to keep her well-informed of upcoming commitments and responsibilities, following up appropriately.

- Acts as a "barometer", having a sense for the issues taking place in the environment and keeping the Global Executive Director updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Global Executive Director, some of which may have organizational impact.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

#### *Board Support and Liaison*

- Serves as the Global Executive Director's administrative liaison to the Board of Directors.
- Maintains discretion and confidentiality in relationships with all Board Directors.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board matters, including advance distribution of materials before meetings in electronic/paper format.
- Organizes and coordinates quarterly virtual Board committee meetings, as well as an annual in-person meeting of all Board Directors.

#### *Leadership Team Liaison*

- Participates as an adjunct member of the Executive and Leadership Team including scheduling and attending all meetings, and providing meeting minutes.
- Assists in coordinating the agenda for executive and leadership bi-weekly Executive team meetings and all-staff meetings.

#### *Communications, Partnerships, and Outreach*

- Ensures that the Global Executive Director's bio is kept updated.
- Responds to requests for materials regarding the Global Executive Director and the organization in general.
- Edits external documents including but not limited to; grants, donor acknowledgement letters, agendas, meeting packets, etc.

#### **Requirements:**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- Expert-level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, adapt to various competing demands, and demonstrate the highest level of donor/client service and response
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment
- Forward-looking thinker, who actively seeks opportunities and proposes solutions

#### **Experience Requirements:**

- Strong work tenure: 3-5 years of experience supporting C-Level executives, preferably in a non-profit organization.
- Outstanding written and oral communications skills, and highly developed listening skills;

- Ability to thrive when working under deadlines; and the ability to handle multiple tasks simultaneously without sacrificing attention to detail;
- A highly professional demeanor; ability to stay calm under pressure; and extremely patient;
- Excellent command of Microsoft Office Suite programs (specifically Word, Excel and PowerPoint); skilled typist with experience taking notes and minutes in a professional setting;
- The ability to prioritize tasks and projects appropriately and complete work in a timely fashion based on these priorities;
- A direct, honest, and respectful approach to problem solving, with the ability to foster collaboration and contribute with fellow staff members and management;
- Ability to communicate well with a wide range of people, from fellow staff members to major donors and Board members;
- A Bachelor's degree or equivalent;
- Written and spoken fluency in English; Fluency in French, Spanish and/or Arabic is a plus

### **Benefits & Compensation**

Salary commensurate with experience. Generous benefits package.

### **Application Process**

**To apply:** send resume, cover letter and a writing sample to: [jobs@equalitynow.org](mailto:jobs@equalitynow.org) with the "EA to the GED" in the subject line. No calls please.