

EXECUTIVE ASSISTANT TO THE GLOBAL DIRECTOR FOR PEOPLE DEVELOPMENT

Position Type: Part time – average of 20 hours/week
Reports To: Global Director for People Development (GDPD)
Works With: Executive Team; International Leadership Team; International Services Team
Date: July 21, 2020

POSITION PURPOSE:

To support the Global Director for People Development as she provides leadership to SIM worldwide by providing excellent research, administrative and organisational support.

RESPONSIBILITIES:

SCHEDULING AND TRAVEL

GOAL: THE GDPD DIARY, MEETINGS AND TRAVEL SCHEDULE ARE WELL MANAGED.

- Organise and oversee diary/calendar scheduling, arranging meetings and coordinating travel arrangements.
- Prepare and provide necessary documents for meetings and travels.
- Plan and coordinate meetings with other offices, Executive Team and International Leadership Team members, personnel and leaders of other mission agencies, etc.
- Debrief with the GDPD after important meetings and travels.

COMMUNICATION

GOAL: THE GDPD COMMUNICATES EFFECTIVELY TO HER IMMEDIATE TEAM MEMBERS, THE SIM COMMUNITY, AND EXTERNALLY TO OTHERS.

- Manage the GDPD's emails, letters and phone calls, by prioritising matters and responding to routine issues as appropriate and/or requested.
- Conduct research for reports, presentations and correspondence.
- Prepare reports and edit work as requested.

RESEARCH & DATA MANAGEMENT

GOAL: THE GDPD RECEIVES ADEQUATE INFORMATION TO MAKE INFORMED DECISIONS AND STRATEGIC PLANS.

- Research important specific topics as requested.
- Maintain information in an organized and accessible format.
- Conduct interviews and research as guided by the director.

PROJECT PROMOTION

GOAL: THE GDPD IS SUPPORTED WITH INITIATIVES AND PROJECTS RELATED TO ONGOING PEOPLE DEVELOPMENT AND CARE (PDC).

- Support GDPD in managing communications and meetings with the PDC team.
- Manage and support monthly SIM Learning Cafes (i.e. liaise with speakers/facilitators, development email advertisements and provide Zoom supports).
- Manage the People Development and Care team's internal site and its content.
- Assist with the administration of SIM's eLearning Centre.
- Assist in quality improvement projects (i.e. survey development and analysis) via Survey Monkey.

GOAL: ASSIST WITH PROJECT MANAGEMENT AND PROMOTION.

- Assist in the management and promotion of current and future PDC project funds.
- Understand the projects system and ensure projects are updated in the project database.

OTHER ADMINISTRATIVE MATTERS

GOAL: ALL ADMINISTRATIVE MATTERS RELATING TO THE GDPD RUN SMOOTHLY AND EFFICIENTLY.

- Anticipates needs and ensures they are met by involving or delegating tasks to the appropriate people.
- Assist GDPD in prioritising the demands on her time and reminding her of future events or deadlines.
- Assist the GDPD by tracking and reporting progress on work she has delegated to others.
- Upon request, attend meetings with the GDPD to listen, observe and take notes.
- Manage the GDPD finances, including handling expense reimbursements, reconciling credit card statements and monthly financial statements of budgets.
- Liaise with other members of International Services to ensure the smooth running of all administrative matters relating to the GDPD.
- Any other duties as requested by the GDPD.

LOCATION

- In a convenient time zone to the GDPD, who is in UTC-4.
- Must have reliable internet connection.

PERSON SPECIFICATION/QUALIFICATIONS:

Essential:

- Agreement and understanding of the SIM Commitment

- University degree or equivalent
- Previous Executive Assistant or administration experience
- Leadership or project management experience helpful
- Intermediate to advanced level of Microsoft Office products (Word, Excel, PowerPoint, Publisher, etc.) with excellent typing skills
- Excellent ability to communicate effectively in English, verbally and in writing, with internal and external audiences
- Experience researching information, writing articles, compiling and editing reports
- Competent ability to take notes and minutes
- Event planning experience helpful
- Ability to filter information, prioritise, work to deadlines and manage own time effectively and efficiently
- Ability to exercise discretion and diplomacy in dealing with confidential or sensitive matters
- Ability to develop and maintain good working relationships at all levels, particularly showing respect and sensitivity towards the cultural makeup of the mission
- Excellent at forward planning and anticipating needs before they arise
- Excellent organisational and administration skills
- Availability to work outside of normal work hours
- Willingness to travel if necessary
- Willingness to seek support or fundraise for SIM

Desirable:

- Knowledge of SIM policies, principles and practices
- Cross-cultural experience
- Basic to intermediate level in a second international language – preferably Spanish or French