

## Helen Keller JOB ANNOUNCEMENT

### **Administrative Assistant, Executive Office** *(New York, NY)*

Guided by the remarkable legacy of our co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we work to ensure every person has the opportunity – as Helen did – to reach their true potential.

The New York office of Helen Keller is seeking an Administrative Assistant to work within the Executive Office to provide administrative and logistical support to the President and CEO, the Executive Management Team, and the Board of Trustees.

Reporting to the Executive Office Administrator, they will streamline the workload of the CEO and the Board by coordinating and facilitating meeting logistics; scheduling and preparing materials for internal and external meetings and events; drafting and maintaining corporate records; arranging travel; and implementing day-to-day operational tasks such as processing and monitoring expenses.

In partnership with the Executive Office Administrator, they will facilitate information flow among all the above parties and global staff in support of Helen Keller's commitment to transparent management processes.

This fast-paced position will require someone with a service mindset who is adept at managing multiple work streams simultaneously. This position requires strong organizational abilities, a high level of attention to detail, and flexibility to move from project to project. This position will require someone who is able to collaborate across departments and maintain diplomacy and confidentiality.

### **Key Responsibilities**

- Gather and organize materials from multiple stakeholders for meetings, projects, and events, and keep the process on track for timely distribution.
  - Coordinate process by preparing ticklers and checklists; keeping all stakeholders apprised of the schedule; tracking receipt; and sending reminders.
  - Format materials, as needed, and collate in PDF binders.
- Coordinate the logistics of meetings of the Board of Trustees and assigned committees, and the Executive Management Team, as well as occasional Board dinners, retreats, and other events.
  - Schedule and set up virtual and/or physical meeting rooms with appropriate seating arrangements;
  - Distribute materials before and after meetings;
  - Arrange catering as needed;
  - Liaise with Information Technology team and help set up audio visual equipment for in-person meetings;
  - Troubleshoot technical issues related to virtual meeting rooms; and
  - Attend meetings and take minutes, as assigned.

- Partner with the Executive Office Administrator to record and organize Board metrics related to the Strategic Plan and good governance practices. This includes both annual Strategic Metrics updates, and routine updates on Board and executive management databases and communication sites, such as listservs, virtual handbooks, attendance lists, and the board website.
- Track and maintain the records of all Board and committee meeting frequency and members' attendance.
- Facilitate the onboarding of new Trustees: schedule and track orientation meetings, provide and distribute orientation materials, coordinate assignment of required compliance trainings, and keep track of progress.
- Research and book travel arrangements for CEO travel, arrange for procurement of visas, and other necessary travel logistics, as needed.
- Support Board trips to the field. This includes preparation and tracking of Board member travel information, working closely with the relevant country office to develop pre-trip informational packets, and responding to board member and country office questions and concerns.
- Prepare and reconcile monthly expense reimbursements, credit card reports, travel expense reports and invoices for the CEO and the department. May be asked to support some members of the EMT.
- Review budget versus actuals reports; flag variances for review by Administrator and/or CEO.
- Receive and sort mail, respond to emails, and prepare correspondence.
- Handle guest administration and greet guests to the President's office.
- Organize and maintain hard and virtual file systems.
- Continuously look for ways to improve efficiency of day-to-day tasks.
- Special projects (developing surveys, conducting research, etc.) and other duties, as assigned.

### **Required Qualifications/Competencies**

- Minimum of a Bachelor's degree plus 3-5 years administrative experience supporting a senior executive, or equivalent combination of education and experience. Experience in an international organization and/or in a non-profit setting highly preferred.
- Outstanding time management and organizational skills including keen attention to detail with ability to track multiple projects at one time.
- Strong interpersonal skills including ability to interact with individuals from diverse backgrounds and to handle confidential matters with discretion and judgment.
- Experience liaising with Board members and/or senior staff, coordinating related meetings, and taking minutes.
- Strong written and oral communication skills, including the ability to:
  - Effectively respond to questions from groups of managers, partner organizations, donors, and the general public; and
  - Synthesize complex and sensitive material and record information accurately and appropriately.
- Excellent computer literacy including hands-on knowledge of:
  - Microsoft Office, including Outlook, Word, Excel, and SharePoint Sites, or equivalent;
  - Using spreadsheets to track and analyze information;
  - Navigating and using the Internet effectively;
  - Online scheduling polls and survey platforms (i.e., survey monkey, doodle poll etc.); and
  - Willingness and ability to learn new software.

- Ability to maintain in-house data repositories to facilitate information sharing that incorporate searchable documents and calendars.
- Experience with international travel planning a strong plus.
- French language skills a plus.
- Collaborative, flexible and solution oriented.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller's mission and goals and the values embodied by our co-founder: compassion, rigor; grit, and integrity.
- Helen Keller Intl requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- Ability and willingness to flex work hours to accommodate multiple time zones. Core work hours are expected to follow Eastern Standard Time (US).
- This full-time position requires at least two days per week onsite at Helen Keller's NYC location.

## Compensation

This is full-time regular non-exempt.(overtime eligible) position. The hourly rate ranges from a minimum of \$30.29 to \$42.31 per hour (or \$63,000-\$88,000 for a 40-hour work week). Actual base wage will vary based upon, but not limited to, relevant skills and experience and considerations of internal equity. Employee will be eligible for overtime pay (at time and a half per hour) when they work over 40 hours in a week.

## To Apply

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org)  
Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*