

Helen Keller Intl Job Announcement

Executive Assistant

(Remote – flexible to be based in the United States where Helen Keller is a registered employer)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are 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 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Scope of work

Reporting to the President and CEO, they will streamline the workload of the CEO, the ELT, 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; acting as a central liaison; arranging travel; and implementing day-to-day operational tasks such as processing and monitoring expenses. 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.

This is a temporary full-time position with a duration of up to four months.

Functional Relationships

The Executive Assistant will work within the Office of the President, providing high-level coordination of operational, logistical, and executive priorities to the President and CEO, the Executive Leadership Team (ELT), and the Board of Trustees.

Key Responsibilities

- Gather and organize materials from multiple stakeholders for meetings, projects, and events, and keep the process on track for timely distribution.
- Coordinate the logistics of meetings of the Board of Trustees and assigned committees, the Executive Management Team, all staff meetings, and occasional dinners, retreats, and other events.

- Schedule and set up virtual and/or physical meeting rooms with appropriate logistical arrangements.
- Coordinate with others to ensure appropriate on-site support as required.
- Distribute materials before and after meetings; and
- Attend meetings and take minutes, as assigned.
- Manage the CEO's calendar and schedule to optimize time and efficiency.
- Maintain the records of Executive Leadership, Board and committee meetings, including minutes, staff share-outs and action items, and participant attendance as required.
- 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.
- Support the CEO in on-boarding and performance management of direct reports, including arranging travel, scheduling meetings, monitoring mandatory compliance with orientation protocols, collaborating with People & Culture on interviewing and onboarding activities.
- Research and coordinate travel arrangements for the CEO and other ELT members, including booking flights and accommodations, obtaining visas, and managing all related 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 information packets, and responding to board member and country office questions and concerns.
- Support global workshops, in collaboration with country offices and global teams.
- 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 Executive Leadership Team.
- Review budget versus actuals reports, flag variances for review by the CEO.
- Lead annual budget planning and forecasting for the Office of the President, in close coordination with Finance, ensuring alignment with organizational priorities.
- Administer the Office of the President SharePoint site. Create and publish SharePoint content for the CEO and Executive Leadership Team.
- Support CEO preparation for external meetings and events, including talking points and presentations in collaboration with the Center for Branding and Marketing. Organize and maintain virtual file systems, ensuring effective information sharing.
- Work closely with the Senior Manager of Strategy on key strategy initiatives and quarterly strategy meetings, including notetaking and meeting logistics.
- Continuously look for ways to improve efficiency of day-to-day tasks.
- Special projects (developing surveys, conducting research, supporting global workshop logistics, etc.) and other duties, as assigned.

Qualifications

- Education and Experience: 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 are highly preferred.

- Experience liaising with Board members and/or senior staff, coordinating related meetings, and taking minutes.
- Experience with international travel planning is a strong plus.
- Outstanding time management and organizational skills including keen attention to detail with ability to track multiple projects at one time.
- Strong interpersonal skills include the ability to interact with individuals from diverse backgrounds and to handle confidential matters with discretion and judgment.
- •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, Artificial Intelligence programs 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 incorporates searchable documents and calendars.
- French language skills a plus.
- Collaborative, flexible and solution oriented.

Expected Behaviors

As a member of the Hellen Keller Family, each employee is expected to:

- Help develop and maintain an environment that welcomes and develops a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which includes rigor, integrity, courage, and compassion.

Compensation

The full-time annualized salary range, based in the United States, has a midpoint of \$85,000 with a minimum of \$65,000 and a maximum of \$102,000. Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and professional specialty.

To Apply

Qualified candidates should submit a cover letter and resume to Hki.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.

***Locations where Helen Keller is a registered employer:** United States: California, Colorado, Connecticut, District of Columbia (DC), Florida, Georgia, Hawaii, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia, Washington, and Wisconsin.