

To submit your application, please send an email with your CV and a letter of interest to jobs@webfoundation.org, with “Executive Assistant” in the subject line. Candidates must have the right to work permanently in the United States. Applications for this listing will close on February 26, 2018.

Job Title:	Executive Assistant		
Department:	Digital Inclusion Program	Contract:	Full time
Reports to:	A4AI Executive Director, Head of Digital Inclusion Program	Duration:	2 year renewable
Location:	Washington DC		
Direct reports:	None		
Key relationships:	A4AI Executive Director, Digital Inclusion team members, Finance & Operations team		
Job Role			
Role Overview:	Provide a highly proactive, efficient, professional and flexible support to the A4AI Executive Director and wider Digital Inclusion team.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% time on task	
Assistance to the Executive Director	<ul style="list-style-type: none"> ● Plan and organize ED’s diary and travel, and establish an effective system for managing multiple demands on her time. ● Obtain, plan and organize meetings with external contacts. ● Enter contact and meeting info into CRM system and proactively share with the appropriate staff. Plan and implement follow-up actions in coordination with ED and team. ● Assist ED with expense tracking, invoices, payments, and inputs into accounting software. ● Draft official external correspondence as required. ● Provide logistical support to the Advisory Council and its operations and meetings. ● Undertake delegated research tasks from ED and report results. 	50%	
Program Support	<ul style="list-style-type: none"> ● Organize and minute fortnightly team meeting. ● Assist team with event planning and logistical arrangements, particularly in support of the Alliance’s coalition work. ● Facilitate relevant financial transactions (including ordering necessary services) and supply accurate 	40%	

	<p>inputs into accounting software.</p> <ul style="list-style-type: none"> ● Assist team in coordinating travel plans and schedules. ● Maintain the team's collective action tracking list and engagements calendar. 	
WF Support & Representation	<ul style="list-style-type: none"> ● Participate actively in WF wide team meetings and discussions. ● General office support for the DC office space and WF administration. ● Organize logical arrangements on behalf of WF staff, as needed, particularly within the United States. ● Provide a courteous, professional, and knowledgeable point of contact within A4AI and the Web Foundation and for select service providers. ● Be familiar with key decisions, strategies and policies of A4AI and WF in order to understand our programs, positions and priorities and give appropriate advice and information to external contacts as required. 	10%
Values	<ul style="list-style-type: none"> ● Promote a positive image of A4AI, the Web Foundation, and its staff at all times. ● Maintain the highest standard of confidentiality, discretion, and professional integrity. 	n/a
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> ● Education to BA/BS level or beyond 	
Essential Knowledge & Experience	<ul style="list-style-type: none"> ● A track record of providing high level and efficient support to a busy, high profile executive and team. ● Resilience and flexibility, able to work calmly under pressure and deal with a fast changing workload. ● Proactive, ingenious and creative approach to solving problems. ● Ability to produce attractively formatted documents quickly. ● Experience of planning and managing logistics and travel for meetings and events, including remote events in unfamiliar locations. ● Outgoing, helpful disposition. Able to deal with people politely but firmly and diplomatically. ● Ability to promote and enjoy effective teamwork in a virtual setting with staff located around the world. ● Excellent English language communication skills, including the ability to produce clear, grammatically correct written documents that do not require further editing by others. ● Able to deal with confidential matters discreetly. ● Able to work odd hours when ED and team are travelling in different time zones or when pressing deadlines demand. ● Basic financial literacy and experience of tracking expenditures and payments. 	

**Desirable
Knowledge &
Experience**

- Fluency in other major world language(s) in addition to English.
- Intermediate to advanced skills in one or more of the following: bookkeeping; event management; CRM software.