

Job Description – Executive Assistant

Designation	Executive Assistant
Location	Head Office
Employment type	Renewable fixed term contract
Report to	Executive Director
Functional reportees	None
Employment level	Middle

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together	Ensuring Alignment – Think differently but work together	

Job Profile

Overview of the role:

As an Executive Assistant, the applicant needs to be exceedingly well organized, detail oriented, possess excellent communication skills, adaptable, flexible and enjoy the administrative challenges of supporting a small office with rich talent diversity.

Areas of Responsibility:

- Professional Administration & Support to Executive Director
- Communication with internal and external stakeholders

Professional Administration & Support to Executive Director

- Handle professional administration of a confidential and sensitive nature of Executive Director office
- Organize, plan and co-ordinate the calendars and schedules for the Executive Director.
- Regularly coordinate meetings and itineraries with both internal and external stakeholders.
- Organize travel itineraries and arrangements for the Executive Director and any other need based requirement for other stakeholders.
- Manage telephone calls and email correspondence for the Executive Director of stakeholders spread across both national and international locations
- Perform functions such as preparing correspondence, receiving visitors, arranging conference calls, draft and send emails, make power point presentations, as per the Executive Director's instructions
- Travel with the Executive Director for meetings as per need.

Communication with internal and external stakeholders

- Screen and provide a summary of all email communications of both internal & external stakeholders the Executive Director.
- As per directions of ED, make draft communications that can be acted upon by the Executive Director.
- Ensure timely communication flow between the ED Office and the leadership team and all employees.

Preferred Education Background:

- Graduate /post graduate in any field
- An executive assistant / secretarial diploma would be an added advantage

Preferred Work Experience:

- Minimum 2-3 years' experience
- Preferably should have worked at a similar or in the capacity of a secretarial designation in previous organization

Preferred Skill Set:

- Proficiency in Microsoft Office applications (Word, Excel, Power point and Outlook)
- Excellent organizing skills
- Strong oral and written communication skills in English and Hindi
- High level of professionalism and confidentiality
- Ability to interact with staff at all levels in a fast paced environment
- Flexible and proactive attitude

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."