

Avaaz seeks an Executive Assistant based in New York to assist the Executive Director.

Avaaz.org background

Avaaz is an international campaigning organisation with a simple democratic mission: to close the gap between the world we have, and the world most people everywhere want. Avaaz (the name means "voice" or "song" in many languages) works on issues ranging from climate change and environmental protections to human rights, conflict, poverty, and democracy.

The organisation has enjoyed a dramatic rise since launching in 2007, reaching almost 10 million members and climbing fast. Avaaz members have taken over 40 million actions, told over 100 million friends about Avaaz campaigns, donated over \$20 million online, and organised 10,000 rallies and events in every country of the world. Operating in 16 languages with a staff of 40, Avaaz is 100% member-funded.

Job description

This person will act as an executive assistant to the Executive Director. They will organize schedules, meetings, travel, and logistics; research and prepare documents, and briefs; manage campaign budgets and help organize campaign deliveries. Some personal assistant responsibilities are required.

Qualifications

- Highly organized and strategic approach to work, ability to handle sensitive matters in a discreet and responsible manner
- Excellent writing and communication skills
- Entrepreneurial energy while comfortable taking direction and working as part of an extraordinary team and able to flourish in fast-paced, constantly-changing environment, combining hands-on attention to details with calm, above-the-fray perspective
- Knowledge and/or excitement about the world politics and global issues
- Strong culture match with Avaaz; a globalist with a strong commitment to changing the world

Location

Avaaz is a global organization, with most staff working collaboratively in a "virtual office" environment from four continents; however this position is based in New York, at one of our few physical offices.

Compensation and Benefits

Salary varies with experience, but is highly competitive with leading non- governmental organizations. Position comes with excellent benefits and 4 weeks paid vacation per year. The initial contract is for four months, with the expectation that success will lead to a longer term commitment.

To Apply

If interested, please fill out our application form: http://www.avaaz.org/job_application_form