

American India Foundation (AIF) – Executive Assistant

Position: Executive Assistant

Location: Gurugram

Nature of Employment: Full Time Staff Position

Reporting to: Country Director

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 9.2 million lives across 29 states of India. Learn more at www.AIF.org.

Job Summary:

The Executive Assistant will serve as the primary point of contact for the Country Director and also serve as a liaison with the board and the leadership team. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The Executive Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Key Responsibilities:

- Responsible for calendar management & coordinate executive communications including taking calls, responding to emails and act as an interface between Country Director and others
- Responsible for scheduling and managing meetings with external and internal stakeholders.
- Provide outstanding communication and administrative support to the Country Director that ensures a high level of responsiveness.
- Prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day engagements.
- Manage all scheduling and travel logistics for the Country Director.
- Support with internal and external communication documents.
- Prepare and edit presentations, reports, memos, digital content, newsletters, country reports, for the Country Director as needed.
- Need based support in strategic communications and / or strategy / operations and any other special projects as assigned by the Country Director.
- Serve as a liaison to the Board of Directors, organize board meetings, prepare documents required, maintain the board book.
- Maintain quality filing and communications systems including contact management, document management, and archiving.
- Support country director with donor/funder relations
- Assist in calendar management of other India Directors on need basis, as per Country Director's

- direction.
- Assist in other administrative tasks as needed, as per Country Director's direction.

Key skills and competencies:

- **Minimum of 4 years of experience as an Executive Assistant to a Business Head / Executive Director / Country Director / CxO of a progressive organization.**
- Bachelors or Master's Degree in English.
- Prior work experience in the Development sector will be preferred.
- **Good working knowledge of all Advanced Microsoft Office applications.**
- **Excellent written communication skills with the ability to communicate effectively with multiple stakeholders.**
- **Excellent time management and prioritization skills.**
- Strong proofreading and editing (English) skills.
- Proficiency in collaboration and delegation of duties.
- Demonstrated proficiency in interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work.
- Extremely high level of organization, initiative, attention to detail, responsibility, and follow through.
- Good judgment and ability to function independently.
- Ability to handle sensitive and confidential situations with diplomacy.
- Strong ability to multitask and work in a dynamic environment with evolving priorities.

Reporting: Country Director

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing your suitability for the role with the subject line "Executive Assistant" to indiarecruitments@aif.org

Deadline: 27th June 2022

Only applications of short-listed candidates will be acknowledged.