

Position Title: Executive Assistant (EA) and Office Manager

Status: Full-Time

Location: New York City

Work Location Type: Onsite

About the American India Foundation:

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with the civil society and the corporate sector to develop and test innovative solutions and with governments to create and scale sustainable impact in the lives of underprivileged women, children and youth. AIF's programs emphasize inclusive models that focus on the unique needs of girls and women to achieve gender equity as a basis for sustainable change. Year over year, AIF has seen tremendous growth and is expected to continue on its inspiring growth trajectory.

AIF has invested close to \$200 million and impacted the lives of more than 12.9 million of India's poor by providing access to high-quality education to children, formal sector employment for youth and nano-entrepreneurs, and public health services to protect the health of mothers and their children, while building the next generation of global leaders through service. With offices in New York and California, six chapters across the U.S., and India operations centered in New Delhi, AIF is transforming lives across 26 states of India while addressing these issues on a regional, country, and International scale. Learn more at www.AIF.org

Job Summary:

The role will support the CEO in strategically aligning the CEO's time with organizational priorities and revisit them regularly to assess progress. In addition to this, the role also requires the incumbent to be the office manager and provide general administrative support to the COO.

Reporting and relationships:

The role will report to the Chief Executive Officer (CEO) for the EA responsibilities and to the Chief Operating Officer for the office manager responsibilities

Job Responsibilities

EA Responsibilities (50%)

- Support the CEO strategically align his time with organizational priorities, revisit them regularly to assess progress.
- Organize and manage the CEO's calendar
- Organize and prioritize critical issues and required information for the CEO to facilitate efficient decision-making.
- Plan leadership team meetings, staff meetings, developing objectives and agenda, organize logistics.
- Assist the CEO in expense tracking and other administrative tasks.
- Support the CEO in preparation and planning for Board of Directors meetings
- Provide communications support: drafting emails, reports, memos, presentations, internal and external communications, and/or social media posts.
- Provide assistance the CEO for all his travel related tasks

Office Manager Responsibilities (50%)

- Work with the COO/CFO for all administrative, financial, and operational activities.
- Provide administrative support and serve as the point person for office manager duties
- Responsible for organizing office operations and procedures, maintenance and repairs, and office layout
- Managing inventory of office supplies including stationery, refreshments, furniture and equipment.
- Coordinate with IT department/ vendors for all office equipment
- Manage the contract and price negotiations with office vendors, service providers, digitization vendors, etc
- Provide general support to visitors at office
- Address employee queries regarding office management issues (e.g. stationery, hardware and travel arrangements/visas for employees and others)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like parties, celebrations and conferences along with HR
- Liaise with the building management group for any office space, rent, utilities, any issues that may arise on a day-to-day basis to ensure smooth functioning.
- Assist HR in the onboarding process for new hires in office
- Get documents signed by the CEO and the management team, notarised and mailed as needed.

Key Skills, Competencies and Desired Qualifications

- Experience in wide-ranging cross-functional areas, and an eagerness to learn new skills.
- Strong written and verbal communication
- Excels at building relationships and networks; influences others to achieve outcomes
- Organized and methodical
- Impeccable multi-tasking skills
- Strong logical thinking and reasoning ability
- Completed a Bachelor's degree

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

Salary and Benefits:

American India Foundation offers a competitive salary and excellent benefits. The individual will have opportunities to learn all aspects of a non- profit organization.

Medical insurance (comprehensive benefit package ,100% paid by AIF for the standard plan).

Dental and Vision insurance (comprehensive benefit package, 100% paid by AIF for the standard plan). AIF paid 403(b)plan.

Pre-tax flexible spending accounts.

Life insurance paid by AIF.

Paid Maternity Leave.

Commuter benefits.

Paid vacation and sick time.

Opportunities to learn and grow in all aspects of a non- profit organization.

HOW TO APPLY

Applicants **MUST** be eligible to legally work in the United States of America. Please send your resume and cover letter to: ny@aif.org

Due to the potential volume of responses, only candidates selected for an interview will be contacted.