

American India Foundation (AIF)

- **Position:** Officer- Program Support (Executive Assistant to Country Director)
- **Location:** Gurugram, Haryana
- **Nature of Employment:** Full-Time Staff Position
- **Reporting to (Dual):** Country Director

Organization's 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 12.9 million lives across 35 States and Union Territories of India.

Role Overview:

The Executive Assistant will serve as the country director's primary point of contact and 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 acting 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, and 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, and country reports, for the Country Director as needed.
- Maintain quality filing and communications systems including contact management, document management, and archiving.
- Assist in other administrative tasks as needed, as per Country Director's direction.

Qualifications:

- Bachelor's or Master's Degree in English or related subjects.

Work Experience:

- Minimum of 1-3 years.
- Excellence in written and spoken English
- Bachelor's or Master's Degree in English or related subjects.
- 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.

Personal Attributes:

- 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, 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.

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