



NO MEANS NO
WORLDWIDE
ENDING SEXUAL VIOLENCE

Position Title: Administrative Assistant
Reports to: Managing Director
Position Status: Full-time
Location: Remote (US-Required)
Target Start Date: TBD
Salary: \$40,000-45,000 (USD)



Our Story

No Means No Worldwide (NMNW) is an international non-governmental organization whose mission is to end sexual and gender-based violence against women and children globally. NMNW trains instructors in high-risk environments to deliver the proven No Means No curricula to girls and boys ages 10-20. Through the program, girls increase their skills in assertiveness, boundary setting, and understanding of their rights, and develop the verbal and physical skills to defend themselves from sexual assault. Boys increase their gender equitable attitudes, learn skills to defend equality, avoid violence, ask for consent, and intervene when witnessing or anticipating sexual assault. NMNW also works to increase girls' and boys' disclosure of experiences of sexual violence and provide referrals for comprehensive support. Based on findings from researchers from institutions including Stanford University, Johns Hopkins, and the University of Nebraska that have shown the effectiveness of our approach, our program is endorsed by the WHO, UNICEF, CDC, USAID, World Bank, and the Global Partnership to end Violence against Children. NMNW is in a period of significant growth, excited to be taking steps to scale the program on a global level.

We recognize that our people are our strength and the diverse talents they bring to our global workforce are directly linked to our success. We are an equal opportunity employer and place a high value on diversity and inclusion at our company. We do not discriminate on the basis of any protected attribute, including race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, marital or veteran status, pregnancy or disability, or any other basis protected under applicable law. In accordance with applicable law, we make reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as any mental health or physical disability needs.

Summary of Position

The Administrative Assistant under the direct supervision of the Managing Director provides administrative and clerical support for the organization. The Administrative Assistant will be responsible for scheduling, general and confidential record keeping, coordination of meetings and conferences, coordinating travel logistics and working on special projects. The role may require answering non-routine correspondence and access to highly confidential and sensitive information. Independent judgment is required to plan, prioritize and organize a diversified workload.

Responsibilities



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- Assist with the creation of organization policies and procedures
- Attend to any correspondence and emails by colleagues, consultants, and vendors (thank you notes)
- Scheduling meetings, events, and team building sessions as required
- Assist with setting up trainings for managers and staff
- DEI support with planning and implementation of policies and procedures
- Support with setting up meetings for different team committees and groups
- Prepare, organize and file forms and other documents as needed
- Assist with the recruitment and onboarding processes of staff and volunteers as needed
- Support database management and communications outreach (Little Green Light, HRIS)
- Taking and filing comprehensive meeting minutes and notes from calls
- Help coordinate team travel including flight and hotel bookings, visa applications, local ground transportation, etc.
- Assist with procurement of training and program materials such as workshop teaching materials, NMNW t-shirts, office supplies, name badges, etc.
- Help track NMNW equipment, supplies, software and licenses across all team members
- Assist with special projects and other general office tasks as needed or assigned
- Gather credit card receipts for monthly reporting
- Support with maintaining grant reporting calendar

Qualifications

The ideal candidate has experience working independently and as a team.

Required

- Minimum of an Bachelor's Degree in Business Administration or similar field
- 3 years' plus experience in administrative support
- Must be proficient in Microsoft Excel, Word & Google Suite products
- Excellent analytical, organizational, verbal and oral communication skills
- Ability to efficiently learn and utilize new software applications
- Sound judgment relating to confidential matters
- Ability to work with leadership and staff to help build and maintain a positive work environment which encourages the full use of diverse talents and abilities.
- Excellent verbal and written communication skills
- Ability to work under pressure, be a self-starter, team builder, innovative and demonstrate the capacity for maintaining high professional standards
- Commitment to feminist values and ideologies, as well as human rights

Benefit Highlights

- 10 paid holidays per year
- 15 days Paid Time Off (PTO) the first year of employment, then 21 days per year thereafter



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- Choice of medical, dental, and vision insurance plans (75% of premium paid for by NMNW for employee; 50% of premium paid for partners and dependents)
- 'Bring Your Own Device Policy' and an IT stipend of up to \$800 per year for allowable IT expenses
- Life insurance and Accidental Death & Dismemberment insurance (100% of premium paid by NMNW)
- Policies to support breastfeeding mothers traveling for work and an annual stipend for each child under 16 that can be used toward offsetting childcare costs while traveling
- Co-working space stipend for remote employees of up to \$300 per month
- Substantial flexibility on work hours, location, and schedule to allow for balancing work and life commitments

Applications

To apply, please submit your resume and cover letter to careers@nmnw.org by July 16, 2021.

Applicants will be screened on a rolling basis, so submit as early as possible. To make the screening process effective, consider structuring your cover letter to directly answer the following questions:

- Why do you want this job? What do you know about the organization that particular interests you?
- Do you meet all of the qualifications? If not, explain the gaps.
- Why you are uniquely qualified for this role? What do you bring to the table that puts you at the top of the candidate list?
- What is your hourly rate? If it is a range, please list the minimum and desired amounts.