

## Job Description Administrative Assistant

**Title:** Administrative Assistant

**Salary:** \$43,000 plus benefits valued at 30% of salary

**Schedule:** 32 Hours per Week—Monday-Thursday.

**Payment Schedule:** Monthly

**Start Date:** ASAP

**Location:** Remote, working hours are generally Pacific time zone, with flexibility required for meetings/events in other time zones. Applicant must reside in the state of Washington or the Commonwealth of Virginia.

**Who we are:** Global Child Nutrition Foundation (GCNF) is a 501(c)3 organization founded in 2006, based in Seattle, Washington. GCNF works to ensure governments and their partners have the knowledge, tools, and connections they need to increase coverage of high-quality school meal programs.

GCNF is governed by a Board of Directors composed of domestic and international leaders in child nutrition and related fields that provide a global perspective and policy guidance. The small staff of GCNF is complemented by a global cadre of consultants, volunteers, and interns.

### Overview:

GCNF seeks a highly organized and detail-oriented individual to fill the role of Administrative Assistant. This position will be responsible for providing comprehensive administrative support to Global Child Nutrition Foundation. The ideal candidate will thrive in a fast-paced environment, possess excellent communication skills, and be proficient in managing multiple tasks simultaneously.

The key responsibilities below are illustrative, but not comprehensive.

### Key responsibilities include:

- Collaborate closely with the bookkeeper to maintain accurate and up-to-date financial records.
- Manage invoice processing, including verifying accuracy, obtaining necessary approvals, and ensuring timely payment.
- Assist in financial reporting tasks, such as generating financial statements, analyzing data, and preparing reports for review.
- Gather and organize receipts and other supporting documents for expense reimbursement and financial reporting.
- Coordinate travel arrangements for team members, including booking flights, hotels, and transportation as needed.
- Serve as a liaison with banks and vendors, managing communications and transactions effectively, and ensuring positive relationships.
- Coordinate logistics for board meetings, including scheduling, preparing agendas, and filing necessary documentation.
- Document minutes and action items from meetings, ensuring accuracy and timely distribution to relevant participants.
- Schedule internal and external meetings, coordinating availability and logistics for participants.

- Ensure compliance with relevant federal, state, and local regulations, keeping abreast of changes and updates.
- Manage the donor database, ensuring accurate and current donor records, tracking donations, and generating reports as needed.
- Manage general email correspondence, including responding to inquiries, forwarding messages to relevant staff members, and ensuring timely and professional communication with internal and external stakeholders.
- File documents in Google Drive, ensuring proper organization, version control, and accessibility for team members as needed.

**Skills needed:**

- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong attention to detail and accuracy.
- Proficient in Google Suite, Microsoft Office Suite, Adobe Pro, and MailChimp.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively within a remote team environment.
- Ability to think innovatively and develop unique solutions to challenges or issues that may arise in the course of administrative duties.
- Other: As a small team, all staff positions at GCNF require a great deal of flexibility in the ability to accomplish a wide range of tasks. We learn and apply new skills daily. Active engagement, proactive problem-solving, and teamwork are centered in our work.

All GCNF employees and consultants are expected to possess the cultural competency to diplomatically navigate diverse international contexts and multi-national stakeholder groups. The ideal candidate can readily discern what is unique about each context and connect dots where there are common themes and learnings to be shared. This is challenging and complex work, so an adaptive style that allows you to thrive in ambiguity and maintain a bias toward action that keeps GCNF on the forefront of global school feeding is essential. Self-motivation, pushing projects forward, juggling priorities, keeping our mission boldly on the international scene, and maintaining a good attitude are daily practices at GCNF.

**To apply for this position:**

Please submit a cover letter and resume to [info@gcnf.org](mailto:info@gcnf.org) as soon as possible. Please send any questions to [info@gcnf.org](mailto:info@gcnf.org). Thank you for your interest. Only shortlisted candidates will be contacted.