



## Christel House International

### Administrative Assistant Strategy and Expansion

#### WHO WE ARE

**Christel House** is a global education network that has served more than 20,000 students from under-resourced communities since its inception 25 years ago. Our mission is for our students to achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. For over 25 years, Christel House has provided high-quality no-fee education in five countries. We are now at a pivotal point where we are expanding our model to new countries through a fellowship program that seeks visionary leaders dedicated to breaking the cycle of poverty by expanding Christel House into new regions.

#### WHAT WILL YOU DO

The mission of the Administrative Assistant is to provide support and assistance to the Chief Strategy & Expansion Officer and her teams, in order to help with the administrative tasks required by delivering timely and accurate information, facilitating communication and coordination, and ensuring that all administrative responsibilities are completed efficiently.

#### KEY RESPONSIBILITIES

- Manage calendars, and schedule appointments and meetings for the Strategy and Expansion team.
- Create professional and visually appealing presentations with accuracy, clarity, and professionalism. This will involve conducting research, gathering data, analyzing information, and synthesizing complex ideas into clear and concise messages.
- Develop reports that are accurate, informative, and well-written. This may involve gathering and analyzing data, creating executive summaries, developing data visualizations, and ensuring that the report is formatted correctly and easy to read.
- Maintain a high level of professionalism, confidentiality, and discretion in all interactions, while also demonstrating a strong work ethic, attention to detail, and a positive attitude.
- Organize travel arrangements for the Strategy and Expansion team ensuring that all travel arrangements are made efficiently and effectively. This will involve booking flights, hotels, creating itineraries, coordinating logistics, as well as managing the corresponding travel expenses; tracking reimbursements, and ensuring that all expenses are within budget and in compliance with CHI policies.
- Review documents, presentations, and reports for quality assurance.
- Work collaboratively with other staff members, including other administrative assistants and members of the executive team, to ensure that office operations run smoothly.

#### QUALIFICATIONS

1. **Excellent communication skills:** must have strong written and verbal communication.
2. **Organizational skills:** to manage multiple tasks and priorities simultaneously.
3. **Attention to detail** to ensure that all administrative tasks are completed accurately and on time.
4. **Technical skills** with a solid understanding of computer software and technology, including proficiency in Microsoft Office Suite, PM Platforms, and other relevant software applications.



5. **Interpersonal skills** to build positive relationships with the team and other stakeholders
6. **Time management skills:** able to effectively manage their time and prioritize tasks to meet deadlines and manage their workload.
7. **Flexibility** to adapt to changing priorities and be willing to take on new tasks as needed.
8. **Confidentiality** when handling sensitive information or situations.
9. **Professionalism** to maintain a professional demeanor and adhere to the highest ethical standards.
10. Bachelor's degree
11. Three years of experience in administrative roles
12. High proficiency in SharePoint, Microsoft Outlook, Word, Zoom and Teams,

## PROFESSIONAL COMPETENCIES

1. Ethics and Integrity
2. Interpersonal Effectiveness and Teamwork
3. Communication Skills
4. Devotion and Commitment
5. Decision Making and Judgement
6. Planning and Organizing
7. Urgency and Quantity of Work Output
8. Innovation, Creativity and Problem Solving
9. Leadership
10. Work Product Excellence and Timelines

This position is a remote role, with a strong preference for candidates located in South Africa or India. The role will involve working across different time zones to collaborate with teams globally. Interested applicants should send their resume and cover letter by October 31<sup>st</sup>, to **Magda Hernandez at [mhernandez@christelhouse.org](mailto:mhernandez@christelhouse.org)**

Christel House is an equal-opportunity employer. It is important to us that all staff members have a place of employment that is free of discrimination of all kinds and where staff can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.