



JOB DESCRIPTION

Title: Executive Assistant

Department: International Communications

Position: Non Exempt

SUMMARY DESCRIPTION

The Executive Assistant (EA) works directly with the International Program's Media/Communications and country teams to provide administrative support and assist with coordination of projects. The EA's responsibilities include: contract management; coordination and preparation of meeting minutes; scheduling, routine correspondence; travel planning; and maintaining files. Motivated candidates will have the opportunity to undertake special research and international communications projects. The ideal candidate will have superior organizational and communication skills, solid writing and research abilities, and ability to multi-task. Must have 2-3 years experience working in a mid-sized organization. Interest in public health, commitment to public interest work, and international experience a plus.

Primary Duties:

The Executive Assistant is responsible for a range of administrative and organizational tasks, including but not limited to:

1. Coordinate, prepare for, and minute country team meetings.
2. Support aspects of contract process including screening of overseas organizations, transmission of documents, coordinating signatures.
3. Update, manage and maintain communications and country team program schedules. Proactively identify upcoming events, deadlines and needs, and assist with associated coordination.
4. Manage production of documents for major department meetings as well as itineraries and associated paperwork.
5. Manage travel arrangements for International staff through travel and visa vendors; provide consistent point of contact/build relationship with vendors.
6. Note taking, tracking, and follow through of action items from meetings.

7. Be a problem solver, take responsibility for making team members more effective, systematize information and processes. Follow through is an absolute must.
8. Work as a team with other TFK administrative staff, providing cover for switchboard/front desk, and absent administrators when required
9. Assist staff on international communications team and country teams with other administrative and logistical needs as necessary.

Required Skills:

- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook database required.
- Minimum 2 years related experience.
- Highly dependable.
- Excellent oral and written communication skills.
- Ability to work in a fast-paced, team-oriented environment while juggling multiple projects and deadlines.
- Ability to organize schedules and information efficiently with exceptional attention to detail.
- Foreign language skills a plus.
- Interest in public health, commitment to public interest work, and international experience a plus.
- Bachelors degree in related field.

To Apply

To apply for this position, please email a cover letter, including salary history, and attach your resume to: jobs@tobaccofreekids.org . Please reference the position code INTEA-COM in the subject line of your email. Resumes will be accepted until the position is filled.

The Campaign for Tobacco-Free Kids is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.

The Campaign for Tobacco-Free Kids is a leader in the fight to reduce tobacco use in the United States and around the world. By changing public attitudes and public policies on tobacco, the Campaign works to prevent kids from smoking, help smokers quit and protect everyone from secondhand smoke. A non-profit organization established in 1996, the Campaign works with more than 130 organizational partners, including public health, medical, education, civic, corporate, youth and religious organizations. The Campaign does not accept any government or tobacco industry funding.