

**Title:** Executive Assistant, DIAL

**Supervisor:** Senior Director, Finance and Program Operations, DIAL

**Department:** (35) Digital Impact Alliance

**Employment Status:** Full-Time

**FLSA Classification:** Non-Exempt

**How to Apply:** Via the United Nations Foundation at [this link](#).

*This position description is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.*

## Position Overview

The Digital Impact Alliance (DIAL) is a “think, do, replicate” tank that investigates digital transformation best practice at the national, regional, and global level. We combine practical research with evidence-based advocacy to identify which digital efforts work, package them as re-usable solutions, and encourage their use.

DIAL is funded through a collaboration among the Bill & Melinda Gates Foundation, the United Kingdom’s Foreign & Commonwealth Office (FCDO) and the Swedish International Development Cooperation Agency (Sida), and hosted within the UN Foundation in Washington, D.C.

The Executive Assistant (EA) will provide significant operational, logistical, and administrative support to DIAL’s CEO, including overall responsibility for calendar management and scheduling, travel planning and logistics, meeting preparation and execution, and raising the CEO’s visibility on social media. S/he will also support complex organization-wide scheduling for senior leaders or the entire organization where necessary. The EA will be a key member of the DIAL organization and sits within the Programs and Operations team, DIAL’s programmatic, administrative, and operational hub. S/he will report directly to the Senior Director, Finance and Programs Operations and work very closely with the Manager, Programs and Operations to ensure efficient processes and messages are streamlined across the organization. This role maintains keen awareness of activities happening across the organization to expedite requests for information, scheduling, and coordination.

This role requires an individual that is proactive, discreet, tech savvy and deeply passionate about the use of digital technology to improve human outcomes. S/he is able to work under pressure and handle stress.

## **Essential Functions**

### **Assistance to the CEO (80%)**

- Act as the CEO's "gate keeper", facilitating all administrative tasks including scheduling and timely calendar management, tracking, and updating the CEO's projects and deliverables in Smartsheet, planning domestic and international travel, and reconciling and submitting the CEO's monthly expense report.
- Monitor, prioritize, and follow-up on CEO's incoming and outgoing emails and letters.
- Schedule and facilitate board-member calls and annual board meeting, manage virtual or in-person logistics, and distribute board meeting materials.
- Transcribe and communicate minutes from board meetings, DIAL senior leads meetings, and other assemblies as directed.
- Assist in the editing and "clean up" of Power Point presentations, draft correspondence, and documents on behalf of the CEO, and draft/send correspondence to external partners on CEO's behalf.
- Maintain CEO's social media presence and support internal communication efforts.
- Uphold strict confidentiality with sensitive information, financial records, and personnel matters.

### **Team Operations (20%)**

- Schedule and manage logistics for team meetings, senior leadership meetings and other meetings as assigned, ensuring virtual or in-person venues are prepared, and information communicated to participants well ahead of the meetings.
- Support internal teamwide activities and events as assigned, maintaining a rapport across DIAL; this may include ordering meals, arranging meeting rooms and greeting guests.
- Other duties as assigned.

## **Selection Criteria**

- Successful completion of skills assessments during the recruitment process required.
- Bachelor's degree, business/management field or International Relations preferred.
- 1-2 years' administrative experience required.
- Independent judgment, and execution of operational functions.
- Some experience booking travel, organizing group meetings, following expense guidelines and tracking expenses
- Knowledge of the international nonprofit sector is preferred.
- Excellent verbal and written communication skills, including strong drafting ability and attention to detail, required.
- Knowledge of and experience with MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Willingness to learn new software tools as needed.
- High degree of professionalism in dealing and communicating with diverse groups of people, including board members, senior government officials, donor organizations and other internal and external stakeholders.
- Ability to maintain high level of confidentiality, integrity and discretion at all times.
- Demonstrated ability to prioritize multiple, competing priorities in a fast-paced environment within limited timeframes.
- Ability to work well independently and as a member of a team, within a cross-functional team environment and diverse communities.
- Ability to work under pressure and handle stress.
- Ability to meet regular attendance/tardiness policy.