

Job Announcement



Administrative Assistant

Location:	Flexible global location, home-based.
Reporting to:	Program Directors
Annual salary:	\$55,000 - \$85,000 USD. Salary is offered based on experience and location, adjusted based on the cost of labour for the country in which the candidate resides. Candidates must have the right to work in the country they are applying from.
Contract type:	Permanent
Working hours:	Full-time
Candidate level:	Junior

Background

[The Climate Emergency Collaboration Group \(CECG\)](#) is a regranting collaboration made up of some of the world's largest climate philanthropic funders. We use our convening and philanthropic power to facilitate stronger collaboration, coordination, and campaigning from the global climate movement in pursuit of increased climate action around the UN climate talks and other international summits. CECG is fiscally sponsored by Rockefeller Philanthropy Advisors (RPA), a 501(c)(3), as a Sponsored Project within its charitable-giving fund.

Purpose of role

We are seeking a highly motivated and passionate Administrative Assistant who can provide outstanding administrative support to our Program Directors. The Administrative Assistant will work closely in support of the Program Directors to ensure that the organization's strategies are implemented effectively and efficiently. This is a full-time role in a growing organization that is focused on leveraging philanthropic impact around the calendar of key international climate meetings.

Primary responsibilities

The primary focus of the Administrative Assistant role is to provide outstanding administrative support to the Program Directors. Within this context, the Administrative Assistant will work closely with the Program Directors and take responsibility for the following:

Administrative support:

- Manage the Program Director's calendar, including scheduling meetings, organising calls, and coordinating invitations.
- Manage and submit expense reports for the Program Directors.
- Draft agendas for meetings as requested and take detailed notes.
- Prepare documents, correspondence, and reports for internal and external audiences, with guidance and supervision from CECG's Program Directors.
- Ensure the organization of notes, records, and documentation.
- Assist with travel arrangements and event planning for the Program Directors.
- Liaise with other teams within the organization, including the Grants and Campaign Managers, Operations, and the Executive Office, to ensure smooth coordination and information sharing.
- Respond to queries from grantees, partners, and other stakeholders in a timely and professional manner.
- Support the planning and coordination of meetings and convenings, including securing suitable venues, drafting agendas, and managing attendee outreach.
- Draft emails and other communication materials as needed.
- Keep track of priorities, deadlines, and required responses for the Program Directors.
- Support Grants and Campaign Managers with meeting coordination of our grantee outreach as requested by the Program Directors.

Stakeholder engagement:

- Assist the Program Directors in maintaining and updating contact lists for grantees, partners, and other stakeholders.
- Support the Program Directors, as requested, in preparing for and following up on meetings with grantees, partners, and other stakeholders, including preparing briefings and action items.
- Help coordinate and manage regular check-ins with grantees and partners as requested by Program Directors.
- Assist in the organization and execution of webinars, workshops, and other engagement activities for grantees, partners, and stakeholders.

Project coordination:

- Support the Program Directors in tracking project timelines, milestones, and deliverables, ensuring that all tasks are completed on time and according to plan.
- Assist in the drafting of contracts as needed.
- Help identify potential risks or challenges and develop contingency plans to address them.

- Coordinate with other teams within the organization, such as Operations, Monitoring, Evaluation & Learning, and the Executive Office.
- Support the Program Directors in additional organizational tasks as needed.

Profile

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

Essential:

- 4-6 years of experience providing professional administrative support.
- Excellent written and verbal communication skills, including notetaking and preparing and delivering briefings.
- Strong time-management skills with the ability to organize and coordinate multiple work streams.
- Highly resourceful and a keen problem-solver who is eager to take on new challenges.
- Team player with excellent interpersonal skills.
- Confidence in providing recommendations in a constructive manner.
- Proficiency in a range of productivity and communication tools (e.g., G Suite, Zoom, Slack, etc.) and an aptitude to learn new tools and systems.
- Great attention to detail.
- Experience organizing the logistics for high-level digital and/or in-person meetings.
- A demonstrable growth mindset with a desire to learn and grow in the role, support the development of the organization, and a willingness to adapt.
- Demonstrable passion and commitment to working on the climate change agenda.
- Written and verbal fluency in English is essential; other languages are an asset.

Desirable:

- Knowledge of climate change policy, philanthropy, and grant making.
- Experience supporting diverse teams and working with people from various cultural backgrounds.
- Experience in working virtually across different time zones.

Additional information

- This will be a full-time (40 hours/week) remote role operating preferably with GMT hours but will require considerable time collaborating with staff and stakeholders in multiple time zones.
- Staff in the US are employed by Rockefeller Philanthropy Advisors; benefits include healthcare, a 401(k)-matching program, and five weeks of paid time off.
- CECG is committed to providing equivalency of salary & benefits across its global team and maintaining a sustainable and positive working environment for all team members.

- CECG is committed to diversity, equity and inclusion and encourages applications from people of all backgrounds, particularly underrepresented groups. Please note that the successful candidate may undergo reference checks prior to starting employment.

To apply for the post

Please send a letter of application, no more than one page, outlining your motivation for the job and when you would be able to start with your CV/resume, maximum two pages in English and in strict confidence by email only to Ruth Gardner at ruth@darylupsall.com.

Please ensure that they are sent as pdf documents with the titles “your name cover letter” and “your name CV” Please put “CECG – Admin Assistant” in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is Sunday 18th June 2023

Daryl Upsall International actively promotes equality, diversity and inclusion. In recruiting candidates, we seek candidates with the proven skills required; irrespective of race, gender, religion or belief, age, disability or sexual orientation.