

**Position: Executive Assistant, International Programs
Campaign for Tobacco-Free Kids
Departments: Advocacy and Communications
Washington, D.C.**

The Campaign for Tobacco-Free Kids is one of five coordinating partners for Michael R. Bloomberg's \$125 million initiative to reduce tobacco use in low and middle-income countries. As part of this initiative, the Campaign has established a global advocacy resource center to provide accurate public information about tobacco use and effective tobacco control interventions, and to assist advocates with resources and technical assistance to achieve policy change.

The Campaign is searching for an Executive Assistant (EA) to work directly with the International Program's Advocacy and Media/Communications teams to provide administrative support and assist with coordination of projects. The EA's responsibilities will include: contract management; coordination, preparation and minuting of meetings; scheduling, routine correspondence; and maintaining files. Motivated candidates will have the opportunity to undertake special research and international outreach projects. The ideal candidate will have superior organizational and communication skills, solid writing and research abilities, and ability to multi-task. Must have 2-5 years experience working in a mid-sized organization. Interest in progressive issues, commitment to public interest work, and international experience a plus.

Responsibilities:

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. Oversee aspects of contract negotiation, transmission and signature
3. Update, manage and maintain advocacy and communications 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 and absent administrators when required

Skills Required

- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook database required.
- Minimum 2-5 years related experience in administrative support.
- 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.
- Interest in progressive issues, commitment to public interest work, and/or foreign language skills a plus.