Executive Assistant, Role and Responsibilities

About Spark MicroGrants
Decades of prescriptive aid have sidelined the poor from the very programs meant to uplift them. Spark works to open opportunities for villages facing rural poverty across East and West Africa to drive local change. Spark’s key innovation is the Facilitated Collective Action Process (FCAP), a series of curated village meetings paired with a seed grant where families launch initiatives from farms to feed their families to schools to educate their kids. Upon completion of the program 94% of villages continue to meet and work together. Today we have demand from the Government of Rwanda for a national scale program and civil society groups around the world. The Executive Assistant will play an important role uplifting the team to grow from 260 community partners to 12,000 in the next decade.

Role Overview
Spark is looking for an organized, high-energy, self-starter to join the team as we grow from an early to a mid stage social impact organization. The Executive Assistant will support and work closely with the Executive Director. This includes through diligent calendar management, travel coordination and communications support as well as coordinating and supporting on strategic projects. The EA will lead USA administration, ensure strong team coordination across departments and countries. The Spark NYC office is a tight team of three people, setup to support a growing team of 55+ in East Africa. We are looking for a candidate who communicates with ease via email, on the phone and through formal reports, that is adept at reading people, highly organized, passionate about improving democracy and enjoys playing a support role.

Location
New York City, with travel to East Africa

Key Responsibilities
1) Smooth Administration Management:
   a. Management of travel, meeting coordination, expense reports and logistics for the Executive Director with an ever-evolving travel schedule.
   b. Manage calendar, meeting preparations, debriefs and follow ups for executive team.
   c. Coordinate team events, fundraiser logistics and board meetings.
   d. Manage expense reports, contractor payments and purchase requests.
   e. Support in monthly financial close procedures.
2) Team Building and Communications:
   a. Support in drafting and sharing communications on behalf of the Executive Director.
b. Cultivate strong cross team communications and coordination.
c. Manage backend recruitment process for new hires.

3) Systems management & special projects:
   a. Salesforce management.
   b. Follow up with teams on deliverables for special projects.
   c. Special projects, such as copy writing op-eds and drafting communications.

Who you are
You are a behind the scenes champion, highly organized and jump into action when things are disorderly. You enjoy being part of a team with big ambitious ideas and you gain energy from bringing smooth systematic process to manage the chaos. You are comfortable working in a fast-paced team environment with some level of ambiguity in which decisions are made quickly. You are a clear and kind communicator, and bring things up to your colleagues proactively that need to be discussed. You are open to new ideas and feel great when you hit or exceed your goals.

Qualifications
- 5+ years of executive support experience.
- CRM literacy
- Excellent planning and organizing skills.
- Strong English written and oral communication.
- Desire to work in an entrepreneurial setting in systemic change initiatives and decentralized approaches to development

Values
Spark team members are passionate about our vision to help create a world where everyone will live with dignity and define their own positive future. At Spark our values are what define us and shape the work that we do. Our values are:

1) Facilitators. We don't impose; we enable others to generate impact.
2) Community-driven. We are motivated by what is best for the community.
3) Process-centered. The how of what we do is just as important as the what.
4) Authentic. Our vision and values live in everything we do.
5) Dynamic. We seek opportunities and are willing to take risks to serve our community partners better.

How to apply
Please email hr@sparkmicrogrants with your resume/CV and a cover letter. In the header of the email please use this format: ‘Executive Assistant// your name 2019’. Thank you for your interest.