



INDEPENDENT DIPLOMAT

The Diplomatic Advisory Group

Position: **Global Administrative Assistant**

Position Type: Employee

Starting: As soon as possible

Location: NY / Brussels / Geneva

Reporting to: Managing Director

Purpose: To provide administrative assistance to all ID staff, offices and projects globally. ID is seeking a professional administrative assistant to support ID's project and operations staff in the US, London, Brussels and Geneva and facilitate the smooth running of all operations and administration.

Administration

- Maintain and manage ID calendars
- Schedule and set up meetings, both internally and externally
- Maintain administrative and scheduling contacts and relationships across ID's operations and projects
- Make travel arrangements
- Manage ID's global Insurance policies
- Manage ID's global vendors
- Help to plan and execute ID's Board and Trustees meetings

Human resources

- Manage recruitment and onboarding processes for all staff and intern positions worldwide
- Maintain personnel files
- Serve as the contact for global compliance issues
- Help to plan and execute ID's annual staff retreat
- Manage employee benefits plans
- Manage HR related policies and procedures across the different office locations; including but not limited to employee handbook, operational policies, travel and business expenses, risk management and mitigation and security protocols
- Manage and track contracts for all staff, interns and consultants

Information Technology

- Manage all ID's IT systems and security (with ID's IT consultants) including phone systems, email systems, and data management systems

Offices

- With office directors, ensure smooth running of ID's offices in NY, Brussels and Geneva
- Manage office leases, supplier contracts and lead on renewal processes
- Maintain schedules and files concerning compliance issues and filings
- Coordinate and serve as the point person for local registrations and membership bodies

Global compliance

- FARA reporting and tracking
- GDPR compliance

- HR policy compliance
- EU Transparency Register

Finance

- Assist in the preparation of required annual audit and regulatory filings across all ID offices, including but not limited to 1099's, W-2's and 990's
- Quickbooks data entry, as needed

Other

- Other duties as assigned by Executive Director and Managing Director

Qualifications:

- Bachelor's degree related to job duties
- At least 2-3 years' experience in administration, human resources, non-profit finance or related field with international exposure

Preferred Skills and Knowledge:

- Proficiency with Microsoft Office Suite.
- Technologically savvy
- Proficiency with Quickbooks
- Extreme competence and attention to detail
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to work independently to meet deadlines
- Outstanding interpersonal skills and work ethic with strong client service orientation
- MUST maintain confidentiality and security
- Articulate, outgoing and experienced in working in a multi-cultural environment
- Experience in working in international environments and managing systems in multiple currencies
- An interest in and commitment to ID's mission and international affairs
- Possess high energy, creativity, a sense of humour, cultural sensitivity and social tact

The above is subject to change at any time at the discretion of Independent Diplomat.

About Independent Diplomat

ID was founded in 2004 by former British diplomat Carne Ross as the world's first non-profit diplomatic advisory group. ID remains the only non-profit organization that provides high-quality, confidential diplomatic advice and assistance to democratic governments and political groups that are not able to participate effectively in the diplomatic processes that affect them. We work with the leadership of groups that are marginalized and disadvantaged, and that lack the expertise, networks and resources necessary to understand, access and influence the inner workings of international diplomacy. ID's work covers the three pillars of contemporary diplomacy: political and diplomatic strategy; international legal advice; and public diplomacy/media relations.

Applications should include a CV and a succinct letter detailing your interest in, and qualifications for the position. Please send applications to susanna.emmet@independentdiplomat.org and reference “Global Administrative Assistant” in the subject line. Review of applications will begin immediately and will continue until the position is filled. Due to volume, all applications will not be acknowledged, but those chosen for interviews will be contacted further. The identity of applicants will be held in strictest confidence. No phone calls please.

Independent Diplomat is an equal opportunity employer and makes employment decisions on the basis of qualifications and merit. Our objective is to encourage diversity and have the best available person in every job. ID’s policy prohibits discrimination based on race, colour, creed, gender, gender identity or expression, sex (including pregnancy), religion, marital status, familial status, age, alienage or citizenship status, national origin, ancestry, physical or mental disability, medical condition, genetic information or predisposing genetic characteristics, sexual orientation, military status, domestic violence victim status or any other unlawful consideration.

By submitting an application for the position of Global Administrative Assistant at ID, you expressly consent to ID processing the personal data contained in your application, including, but not limited to, the information contained in any cover letter, curriculum vitae, resume or references. We will hold your information securely and use it only to process your application. When the post has been filled, ID will erase your personal data securely. For further information about ID’s Data Protection Policy, including why and how we process and transfer personal data, and your rights with respect to your personal data, please refer to our website at www.independentdiplomat.org