



Job Title:	Administrative Assistant
Employment Category:	Full-time
Place of Work:	Berkeley, California, United States
Reports to:	Operations and Finance Coordinator
Reporting to position:	none
Budget Responsibility:	N/A
Travel Expectations:	none

Who We Are:

Seva is a global nonprofit eye care organization that transforms lives and strengthens communities by restoring sight and preventing blindness. We train local eye care providers and develop self-sustaining eye programs around the world. Together we provide critical eye care to underserved communities, especially women, children, and indigenous peoples. Seva has helped more than 4 million blind people regain their sight in more than 20 countries.

Function:

The role is within the Program Department. The Program Department is tasked with the implementation of all program efforts, including the quality of program work, identification of new initiatives, day-to-day management of program activities, building and maintaining partnerships, and evidencing our work.

Within the Program Department, the role sits on the program implementation team. The program implementation team oversees operations, partner relations, fund utilization, new initiatives and measurement of impact. A responsive process of planning, implementing, and assessing guides the program implementation work.

Role:

The Administrative Assistant will support the day-to-day operations of the Seva Programs Department. He/She will be responsive to the administrative needs of the Operations and Finance Coordinator and the greater department. The ability to work in a fast-paced environment with strong attention to detail is essential.

Key Responsibilities:

Admin Support

- Maintain electronic and hard copy files and filing system
- Prepare and organize critical contacts in preparation for transition to CRM contact information for program officers, program managers, consultants, partners, friends
- Organize travel reservations, logistics, visas for staff and partners
- Support conference presentations, meetings and planning, such as AAO and IAPB
- Perform final formatting of journal articles including endnotes and footnotes
- Complete credit card reports, expense reports and other office related support
- Prepare disbursement requests (DR).
- Maintain tracking system, monitor and file funding agreements, agreement modifications and payments.
- Maintain program calendar, ensuring report requirements are reflected on Asana
- Prepare notes from meetings upon request
- Arrange meetings, taking and distributing notes

Data & Report Support

- Complete data entry of partner reports
- Edit stories and other collateral from partners
- Support quality review of data platform

Other Duties

- Other duties as assigned

Skills & Experience:

The successful candidate will have

- Demonstrated ability to communicate clearly and concisely orally, in writing, and in online environments
- Highly organized, detail-oriented and thorough
- Good sense of humor
- Flexible and able to adapt with changing priorities
- Strong interpersonal skills and ability to work in culturally diverse environments
- Ability to prioritize and work under deadlines
- Competence in Microsoft Office Suite
- Bachelor's degree or two years' experience in administrative support

Attributes:

The Administrative Assistant should be capable of handling multiple and complex tasks and thrive under pressure and complexity. Candidates should be well organized and self-motivated with demonstrable strong writing and excel skills.

Seva's Values:

- Compassion in Action – We do not observe suffering, we address it.
- Selfless Service – Service is its own reward.
- Respect – We believe in the fundamental dignity and value of every person.
- Equity – We serve the underserved to ensure all people have access to quality care.
- Fun – We never take ourselves too seriously. When you stop laughing, you've stopped living.

To Apply:

Applications should be submitted via email to jobs@seva.org with "Administrative Assistant" in the Subject line. Please include 1) cover letter explaining your strengths, interest in the position, and fit for the role along with 2) your resume and 3) a brief writing sample of original work no more than 1000 words.

Salary is competitive and commensurate with applicant's experience. Excellent benefits.

The application deadline is **23 January 2019**.

Only short-listed candidates will be contacted by email for an interview.

Seva is an Equal Opportunity Employer.