



Human Rights  
Funders Network

## ADMINISTRATIVE ASSISTANT

June 20, 2019

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### **THE ORGANIZATION**

[Human Rights Funders Network](#) was founded in 1994 by a small group of human rights grantmakers who wanted to share strategies, discuss trends, and collaborate to improve their work. Our community has grown into a global network of **1,800 grantmakers from over 450 institutions across 70 countries** committed to advancing human rights through effective philanthropy. Our network enables funders from across the broad spectrum of human rights and social justice to share strategies, break down silos, and transform grantmaking practice. With the support of our five-person staff, HRFN members are exploring new, innovative models to challenge injustice and foster longer term, systemic change.

HRFN is fiscally sponsored by the [Proteus Fund](#) who partners with foundations, advocates, and individual donors to advance democracy, human rights, and peace.

### **THE OPPORTUNITY**

HRFN is seeking an organized administrative professional committed to human rights and social justice. The administrative assistant will provide administrative and logistics support for our small, but mighty team, including for our operations, technology and communications needs. We're looking for someone excited about office and data management and who's comfortable supporting team members remotely from a small office in midtown Manhattan, while interfacing with HRFN members from all over the globe.

Based in New York City, the Administrative Assistant will report to the Transition Director and work closely with all members of our small team. We strongly encourage applicants to apply who are people of color, LGBTQ, people with disabilities, and/or formerly incarcerated people. The anticipated start date is mid-August 2019.

The Administrative Assistant will be responsible for:

- **Administrative support and scheduling** for the Transition Director/Executive Director, Director of Engagement and Director of Research.
- **Scheduling and logistical support** for staff meetings, events, retreats as well as the Steering Committee (governance body of HRFN).
- **Office management**, including the relationship with our landlord (currently WeWork), purchasing office supplies, tracking office inventory, requesting repairs and updating office guides, as needed.
- **Communications support** by serving as the liaison with our web designer, updating website content in WordPress, coordinating newsletter and program blasts (e.g. compiling resources, formatting content, and distributing), and maintaining HRFN's Twitter account.
- **Technology** serving as the office liaison on information technology (IT) by interfacing with our IT consultants, researching and purchasing hardware and software, and tracking payments and receivables for internet/website services.

- **Contact Management** working closely with our Membership Associate, supporting data entry of all members into HRFN’s database and maintaining Working Group listservs (e.g. adding new members, sending content as requested).

## **CANDIDATE PROFILE**

Ideal candidates will be:

- **Organized and experienced** at multi-tasking to provide seamless support to the HRFN team.
- **Mission-driven** and passionate about human rights, social justice and collaboration.
- **Creative with a talent for problem solving:** This person enjoys working in small organizations using resources wisely and creatively. They proactively identify gaps or unmet needs, and develop creative and effective ways to address them.
- **An adaptable team player:** This person will thrive in a close-knit team environment and be enthusiastic about supporting colleagues during intensive work periods and when priorities shift.

To be successful in this role, the Administrative Assistant will need:

- At least 3-5 years of relevant work experience, ideally in a non-profit setting
- Attention to detail and strong organizational skills
- A flexible workstyle to manage vendors, and develop strong relationships with diverse members from around the globe, HRFN staff and Steering Committee
- Expertise using communications, social media, and other planning platforms such as Zoom, Survey Monkey, Doodle, Twitter, Mailchimp, and Eventbrite as well as WordPress.
- Ability to maintain accurate and up-to-date data
- Experience in Excel, Microsoft Office and Google business suite
- Familiarity with Salesforce is a plus
- A bachelor's degree desired

## **COMPENSATION**

This is a 40 hour per week, non-exempt position with a starting salary of \$21.50 per hour, depending on experience. We provide a comprehensive benefit program to attract, retain and motivate a high-performing and dedicated workforce.

Proteus Fund believes excellent performance – individual and team – helps us fulfill our mission of promoting a socially just society and should be recognized.

## **TO APPLY**

Applicants should submit a letter of interest and a resume, by **Friday, July 12, 2019**. Please submit materials in PDF format to [jobs@hrfn.org](mailto:jobs@hrfn.org) with your name and “HRFN Admin Assistant” in the subject line. Applications will be reviewed on a rolling basis.

At Proteus Fund a diverse, inclusive, and equitable workplace is one where all employees, regardless of gender identity or expression, race, ethnicity, national origin, age, sexual orientation or identity, disability or education level, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and sponsored projects. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.