



HRFN Administrative Assistant Job Description

About HRFN: [Human Rights Funders Network](#) (HRFN) is a network of funders in the Global South, East, and North dedicated to resourcing human rights actions around the world. Our members boldly support movements leading us toward a more just future.

Position Information

Job Title: Administrative Assistant

Location: This position is remote and can be based anywhere.

Work Hours: Though location/time zone is flexible, candidates must be able to participate in HRFN's weekly staff meeting (typically between 9 a.m. and 12 p.m. Eastern Time, GMT +4). HRFN works full time and has a four day week, Monday to Thursday.

Reports to: Head of Program Operations

Start Date: Late 2024 / Early 2025

Travel: Little, primarily for HRFN staff retreats (annual) and HRFN's global conference (every two years).

Contract Modality: The hiring modality will depend on the candidate's country of residency. Both direct contracts and consultant agreements are options. Please note that the candidate must have the legal right to work in their country of residence. HRFN cannot sponsor work visas.

Position Summary

About the Role: HRFN is looking for an administrative associate with strong interpersonal and organizational skills to join our team of six staff members. Working closely with HRFN's Head of Program Operations, the administrative assistant will assist with operations and technology (general administration and operations, data management, and contracts/invoicing) and also support core programs (scheduling, document management, etc.). The assistant will also help implement new systems and processes to ensure the organization's smooth running.

The successful candidate will have experience in operations, administrative support, event planning, and/or project management. The ideal candidate will be a problem solver and a strong communicator who can help ensure the smooth running of daily operations.

Essential Duties & Responsibilities

Administration:

- Draft and submit contract requests, renewals, and honorariums and ensure requests are submitted accurately and quickly. Follow up with Panorama Global, HRFN's fiscal sponsor, to make sure contracts are executed and signed by all parties.

- Work with Head of Program Operations and staff to create systems to streamline the creation and follow-up for contracts, honorariums, and payments.
- Provide guidance and follow-up to ensure correct invoices from consultants. Follow-up as needed with Panorama Global and keep staff informed about any issues.
- Work with HRFN staff and vendors to manage, approve and track payments.
- Answer questions from vendors about contracts and payments.
- Draft, finalize, and operationalize internal policies, including HRFN's travel policy, remote work policy and Zoom meeting best practices.
- Maintain HRFN's translator/interpreter/captioner roster. Identify new vendors as needed.
- Help schedule staff trainings and other staff-wide meetings.
- Support employee hiring and assist with onboarding preparations (administrative and technological).
- Provide support to and collaborate with other staff on various projects/tasks as needed and requested.

Events & Conferences:

- Support internal and external online meetings and events. Includes setting up Zoom registration page, liaising with staff leads on interpretation needs, communicating with vendors, troubleshooting technical problems and entering attendee information into Salesforce.
- Support in-person meetings with travel, accommodations, venue selection and other logistics.
- Support logistics for HRFN's 2026 conference, including helping to identify and contract vendors, overseeing payments, and managing the online registration platform.

Executive Director (ED) Support:

- Maintain the ED's calendar, schedule meetings, and coordinate other engagements.
- Manage ED's expense reporting, ensuring timely submission of materials through online portal.
- Support with Salesforce data entry of contacts and engagement.
- Arrange ED travel as needed.
- Support ED with Steering Committee (SC) management, including organizing meetings, organizing materials/files and updating SC microsite quarterly, and taking notes as needed.

Technology Support:

- Perform data entry and produce reports in Salesforce. Help update training materials.
- Assist with website updates. Approve and post jobs, resources, and other materials.
- Manage HRFN's Calendly account. Help staff keep calendars up to date.
- Help manage Asana. Check-in with staff about project progress. Update as needed.
- Respond to public inquiries received through our community email and other public accounts.

Desired Qualifications

Education and Experience:

- Minimum of one year of work experience on similar role.
- Interest in or knowledge about philanthropy and human rights.
- Experience with Google Suite. Familiarity with office technology such as Slack, Asana, WordPress. Salesforce experience a plus.
- Experience communicating across global settings and scheduling across international time zones.
- Ability to manage multiple assignments from different colleagues at once and prioritize work appropriately.
- Flexible, can-do attitude.
- Attention to detail and strong organizational skills.

- Good interpersonal communication skills.
- Ability to handle sensitive matters with discretion.
- Ability to work effectively and efficiently virtually with minimal supervision
- A commitment to a diverse, inclusive and equitable work environment.

This is a great opportunity for someone seeking to work in global human rights, philanthropy, or social justice and who can bring an operations approach to HRFN’s small remote, global team. Candidates from the Global Majority, strongly encouraged to apply.

Key skills include:

- **Highly organized and efficient:** Able to keep track of many small projects and make sure they are moving along. Good at implementing and improving administrative systems and processes. Skilled in managing task load and setting priorities.
- **Skillful communication:** Strong communication skills and comfort working with a variety of people. Enjoys working across different social, cultural, and global contexts. Ability to communicate with external partners in a way that upholds HRFN values.
- **Support staff learning:** Can develop manuals or instructions on relevant systems and support team learning and implementation. Able to troubleshoot issues over email, Slack, or phone.
- **Experienced with event planning:** Supports HRFN’s events with travel, logistical and technical support.
- **Tech savvy:** Competent in Google Suite and systems like Asana, Slack, MailChimp, and Salesforce. Enjoys finding ways technology can make work easier and more productive.
- **Open to expanding skills:** Motivated and excited to learn new platforms and skills.
- **Independent:** Able to work well independently, utilize sound judgment, and solve problems, including in a remote work setting.

Compensation & Benefits

Compensation: The salary range for this position is \$45,000-\$50,000, commensurate with experience.

Other Benefits: US-based employees receive employer-paid medical, dental, and vision insurance and a 401(k) account with an employer contribution. Non-US employees receive statutory benefits in their respective home country. All employees receive flexible paid time off with the pre-approval of their manager.

How to Apply

Apply: Please apply through this [form](#).

Application Deadline: 3 October, 2024

Employment Logistics

Employment for the Administrative Assistant position will be supported by Panorama Global, Human Rights Funders Network’s fiscal sponsor. Panorama Global is a 501(c)(3) social impact non-profit that empowers changemakers through radical collaboration.

Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to

race, color, religion, caste, citizenship or immigration status, national origin, genetic information, gender identity, gender expression, sexual orientation, marital status, veteran status, political ideology, the presence of any physical, mental, or sensory disability, age, or any other status or characteristic protected by federal, state, or local law.

Panorama complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact our Panorama Global People & Culture team.

The final offer will be contingent on the completion of a successful background check.