

# **Armenian International Women's Association (AIWA)**

## **Part-Time Position**

### **Administrator/Assistant**

#### **AIWA Overview**

The Armenian International Women's Association (AIWA) is a 501 (c)3 nonprofit founded in 1991 in Watertown, MA. Over the past 32 years, AIWA has grown into a global network dedicated to empowering Armenian women everywhere. Volunteer and member-based, AIWA operates with a small part-time staff.

With a 12-member working board of directors and affiliates in Los Angeles, San Francisco, Chicago, New Jersey/Greater NY, and New England, AIWA has members around the world. AIWA works independently and with partners to connect Armenian women across borders and time zones; and supports women's advocacy and entrepreneurship in Armenia.

#### **Administrator/Assistant Position**

AIWA seeks a dynamic, detail-oriented, administrative leader to support the work of the Executive Committee and Board – including projects, meetings, and internal communications. The Administrator works under the supervision of the Executive Committee and must be attentive to detail, have a mastery of internet-based computer programs, and be able to manage multiple projects and deadlines.

#### **Administrator/Assistant Responsibilities**

- Assists Executive Committee with the planning of projects, meetings and internal communications and organization
- Notifies Board members of meetings, help prepare agenda and material for Board of Directors meetings
- Supports the work of Board committees
- Helps update and maintain the website and social media presence
- Helps prepare reports, presentations, memorandums, proposals and correspondence
- Helps plan and prepare for events
- Helps with online fundraising
- Monitors email, phone, and mail
- Tracks organizational needs

## **Skills**

- Professional demeanor, responsiveness, and adaptability to change
- Excellence in communication, organizational time management, prioritization of workload, multitasking, and interpersonal skills
- Able to anticipate and respond to organizational needs and problems
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self-directed and able to complete projects with limited supervision
- Must be able to seek direction and work collaboratively with a team

## **Qualifications**

- BA/BS Degree
- Expert level skills in Microsoft Office, particularly Word, Excel and Powerpoint
- Experience and ease with Google Docs, Sheets and other cloud-based software and services
- Ability to assist in initiating, planning and executing projects and events
- Excellent oral and written communication skills – emails, letters, professional writing Familiarity and ability to work on a website and social media
- 2 years or more related experience helpful
- Fluent in Armenian a plus

## **Administrator Hours and Pay**

Approx. 10-15 hours (somewhat flexible) per week with an hourly wage of \$20/hour

## **Application**

- AIWA is conducting a nationwide search for candidates who meet the qualifications and have the capabilities to satisfy the job responsibilities. To apply, please email a cover letter, resume, and names of three references to [info@aiwainternational.org](mailto:info@aiwainternational.org).
- No phone calls, please.
- The position will remain open to applications until it is filled.
- We're currently accepting applications for the position. Candidates will be contacted by Jun 1, 2023 .