



**Job Description**  
**Administrative Assistant**  
**Location: Washington, D.C.**

**About Free the Slaves**

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Haiti, Senegal, and the Democratic Republic of the Congo, Free the Slaves has an annual operating budget of approximately \$3 million, a talented and dedicated staff of 27, including 11 in its country offices and field programs, and a highly engaged and supportive board of directors.

For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

**Job Description**

This position reports directly to the operations director. The administrative assistant will help ensure critical administrative responsibilities are executed in a timely, efficient and professional manner. This position will serve as the initial point of contact for internal and external constituencies on behalf of the executive director. S/he also serves as a liaison to the board of directors. S/he will work closely with the executive director and operations director and will provide administrative support as needed. This position must be able to consistently project an enthusiastic, positive approach that contributes to a collegial and closely knit organizational culture. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, as well as administrative and organizational skills. S/he will have the ability to work independently on projects from conception to completion, be able to work under pressure at times, and handle confidential matters with discretion.

## **Responsibilities**

### Executive Support

- Manage the executive director's (ED) calendar of appointments; ensure the schedule is followed, and ensure the ED has necessary materials prior to meetings.
- Complete the ED's expense reports.
- Communicate directly, on behalf of the ED with internal departments, board members, donors, and others on matters related to the ED's programmatic initiatives.
- Arrange domestic and international travel plans, itineraries and agendas; compile documents for travel-related meetings.
- Maintain calendar, agenda, and minutes for staff meetings.

### Operations

- Oversee reception area; greet visitors/vendors to the organization in a professional and friendly manner.
- Answer general phone inquiries using a professional and courteous manner; direct phone inquiries to appropriate staff members.
- Communicate with office vendors and the building manager as needed.
- Maintain supplies inventory; place and expedite orders for supplies; verify receipt of supplies.
- Coordinate schedule for conference rooms and conference lines.
- Provide support to staff for international travel arrangements.
- Assist the operations director with processes and tasks, such as HR administration and IT helpdesk coordination.

### Internships

- Oversee the student internship program at FTS.
- Post internships on various websites, screen applicants, and coordinate interviews.
- Ensure smooth operation of the internship program, including orientation for interns and setting up intern events.

### Board Liaison

- Serve as the executive director's administrative liaison to the board of directors.
- Coordinate quarterly board meetings; produce and distribute board meeting materials; assist board members with travel arrangements and lodging as needed; arrange meals for the meeting; take board meeting minutes.
- Coordinate and organize quarterly board committee meetings; take committee meeting minutes.
- Organize and maintain board policies, bylaws and other board-related documentation.

## Qualifications

The ideal candidate will have:

- An existing right to work in the U.S.
- Fluency in English.
- At least two years of experience as an administrative or executive assistant.
- Willingness to serve in a support role to the executive director.
- Experience working with boards of directors.
- Aptitude for detail and a strong interest in supporting smooth administration of a mission driven NGO.
- Willingness to work in a fast-paced environment requiring responsiveness to field programs.

Strongly preferred:

- A degree in business administration, nonprofit management, or related field.

## How to Apply

Applications should include a tailored cover letter that outlines how your interest, skills and experience meet the qualifications for the position, resume and a list of references. **PLEASE SUBMIT YOUR RESUME, COVER LETTER, and REFERENCES AS ONE WORD OR PDF DOCUMENT TO <http://smrtr.io/JDH7kQ>**. Please include your last name in the title of the submitted document.

*Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*