

Forum for the Future: Executive Assistant and Team Coordinator

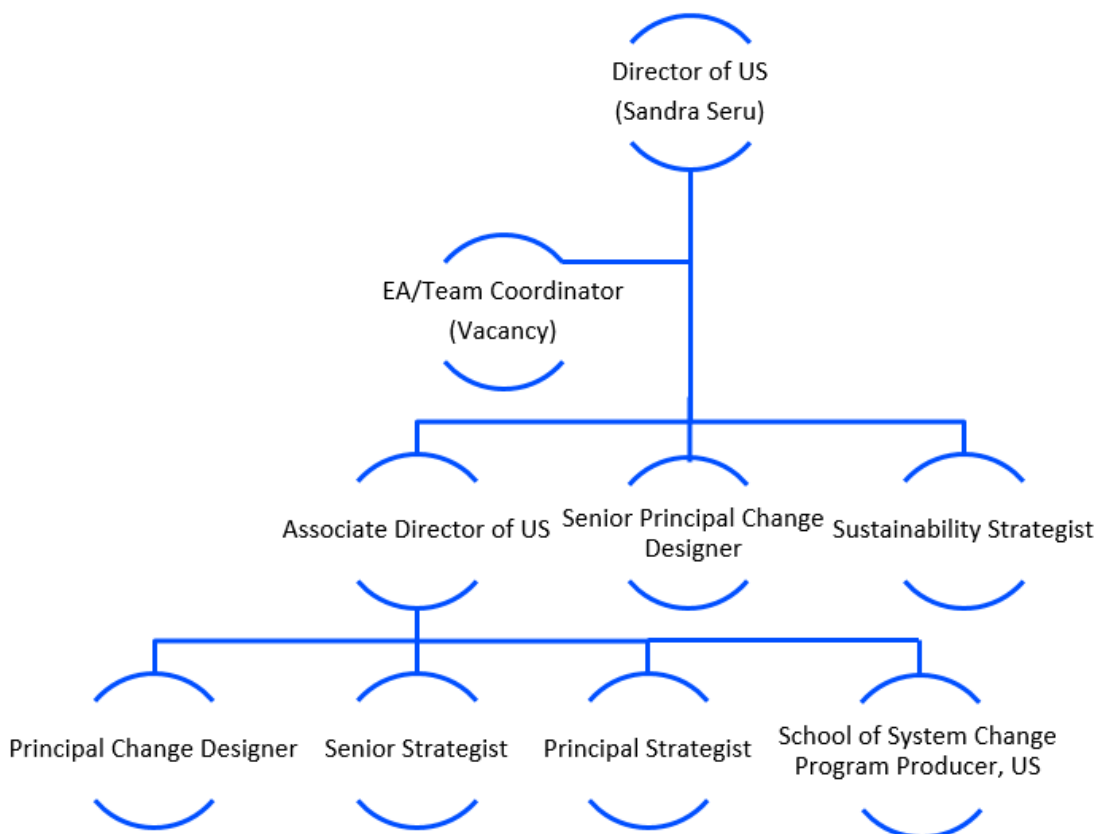
Job description

Forum for the Future | Job description

Current job holder	vacant
Job title	Executive Assistant and Team Coordinator
Name of organisation	Forum for the Future, US
Location	WeWork; 81 Prospect St, Brooklyn NY Candidates must have the right to work in the US
Responsible to	Managing Director, US
Responsible for	Interns and volunteers, as appropriate
Salary range	Salary US\$50,000 to \$55,000, depending on experience
Working hours	37.5 per week (pro rata) excluding lunch breaks. The job holder must be flexible with operational needs, including working at irregular hours across international teams.
Employment terms	There is a probationary period of three months. This is at will employment.
Holiday	All full-time staff based in US are entitled to take 21 days paid leave annually plus 11 Public Holidays. It is Forum practice to grant a further three grace days to be taken on specific dates scheduled by the Senior Managers, usually around Christmas and New Year; these days are not a part of your personal vacation balance.
Benefits	Flexible working hours; retirement provisions and medical insurance cover.
Equal opportunities	All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, or marital status.
Date written	November 2020

Purpose: The Executive Assistant and US Team Coordinator will support our growing US team by providing a highly effective and seamless administrative and executive function across the team.

Organogram:



Key responsibilities:

Stakeholder engagement and governance

- Working closely and effectively with the Director, manage her commitments through proactive time and diary management, travel arrangements, meeting preparation, and management of incoming and outgoing communications keeping her well informed of upcoming commitments and responsibilities, following up appropriately.
- Optimising time in the diary, proactive planning and prioritising, ensuring coordination with other PAs, rearranging and re-jigging the diary on a daily basis along with an understanding of the meeting's purpose
- To excel in the above provision, you will proactively remove the administrative burden from the Director. To do this, you would need to understand the team's "ways of working" thereby

intuitively understand where priorities lie and resolve diary clashes/issues before the Director realises there's a problem

- Acts as a "barometer," having a sense for what is happening in the organisation and keeping the Director updated
- Support the Director in her role as US Board Director including scheduling and organising US Board meetings, take minutes, proofread and circulate papers. Work across the organisation to ensure alignment on governance planning and coordination
- Write or edit communications materials as necessary

Financial and operational coordination

- Ensure the office runs smoothly with good administrative processes, including coordinating with central finance and HR functions (based in London, UK), e.g. hiring activities for the US team
- Manage key office vendors and maintain our wider contacts database. In collaboration with the relevant global functions, design new operational processes when appropriate to ensure we are efficiently and effectively meeting our global priorities in e.g. finance, HR, etc.
- On behalf of the US team, manage project/financial systems (Salesforce and Dropbox) and keep information up to date, including data entry, data validation and coordination across the team to ensure it is appropriately used
- Liaise with the Global Financial Controller (GFC) and Finance team in the maintenance of statutory records, filings with appropriate authorities
- Train team members, when necessary, on how to use new or existing systems (Finance, HR, IT etc.), and lead on the setup, maintenance, usage and socialisation of Forum's systems in the office
- Support US Director and Associate Director with resource and income generation planning
- Ensure vendor invoices are approved and processed in line with Forum's policies
- Process US staff credit card expenses via Forum's systems and in line with our expenses policy
- Assist the Global Financial Controller in the statutory audits, vendor contract reviews (e.g. payroll, office, and/or insurance providers)

Project and program support, including event planning

- Support the project teams on key projects through stakeholder management, scheduling and communications
- Support the School of System Change including coordinating event and program logistics, liaising with participants, and supporting marketing and recruitment efforts etc.
- Drive strong event management (in-person and online) when needed – including those associated with the School of System Change, Forum's Annual Leadership Dinner and fundraising events. This includes marketing, coordination and logistics
- Contribute to material development when needed, including proofreading
- Providing excellent project coordination skills

Office and team support

- Support US team culture and 'ways of working', including designing dynamic team meeting agendas with US Managing Director and coordinating US team calendar and meetings
- Ensure physical office space supports a dynamic, fun and collaborative environment (including coordinating with WeWork staff to ensure it remains clean and well stocked)
- Ensure office supplies and services meet the current and evolving needs of the team
- Organize US team 'away days' and group inspiration spaces

Accountable for:

- Full preparation of and support for the US Managing Director's schedule enabling effective use of her time.
- Effective and timely support for Forum's US team and partners, including, but not limited to, around scheduling, travel, material development, etc.
- Efficient and effective running of the US office by working collaboratively with HR and Finance teams to manage financial, technology and other systems and processes.
- Contact information is kept current, with restricted storage of sensitive information, and a good bank of essential information established. Expenses are carefully managed and good records kept. Invoices are raised in a timely manner with supporting documentation.
- Delegated projects are delivered to budget, on time and in support of set objectives.
- Events and program logistics are delivered and managed smoothly, effectively and collaboratively.
- Our remote and physical office space (once the world returns to physical office work) is supportive of a fun, dynamic and collaborative team environment.

Capabilities required:

(E = Essential, D = Desirable)

- Demonstrated experience in the chosen career of executive assistance or team coordination (several years of experience in a similar role) (E)
- Experience in scheduling and managing complex ever-changing diaries, meetings and travel across multiple time zones (E)
- Exceptionally strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly and within deadlines, with excellent attention to detail (E)
- Proven track record of liaising and managing relationships with external and senior stakeholders (E)
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of support and response (E)
- A clear and adaptive communicator (verbally and in writing); able to engage effectively with different audiences (E)
- Proven ability to provide systematic and dependable follow up, as well as a high level of organization and preparedness (E)
- Experience in administering financial transactions and tracking financial data (E)

- Knowledge and experience in building / office management including coordinating with vendors and implementing systems (E)
- Forward thinker, who actively seeks opportunities and proposes solutions (E)
- Highly resourceful team-player, with the ability to also be effective working independently and under guidance (E)
- Resilience in the face of ambiguity, complexity and competing diverse pressures (E)
- Self-motivated, taking personal responsibility for achieving targets and delivering own area of work (E)
- Comfortable working with numbers with proven ability to work accurately and quickly (E)
- Motivated to complete routine tasks while maintaining interest and ability to come up with practical solutions to administrative challenges (E)
- Flexible and willing to learn and take on responsibilities outside direct brief in particular where other organizational priorities take precedence (E)
- Cultural sensitivity and willingness to work across time zones (E)
- Interest in and commitment to Forum's purpose, culture and values (E)
- Highly competent with IT on both Microsoft and Google packages, Zoom, Salesforce (or other CRM) and Outlook (E), with additional digital literacy or interest (D)
- Experience working with a Board of Directors and/or other senior-level stakeholder groups/teams (D)
- Previous event planning and execution (D)