

GLOBALTIES > KC

POSITION DESCRIPTION: Part-Time Administrative Assistant *(Part-time: 10-20 hours a week)*

WHAT THIS IS: A chance to support a growing nonprofit, build out your resume with experience in office, marketing and program management, while learning about the field of international exchange.

WHO YOU ARE: You are a highly motivated and self-directed individual with a passion for providing administrative support and a desire to make an impact in a growing organization. You are interested in learning the ins and outs of office management, which you'll do while providing administrative support to our CEO and assisting with social media, office management, and operations tasks. You possess excellent communication skills, strong problem-solving abilities, and the ability to multitask in a fast-paced environment.

WHO WE ARE: Global Ties KC is a non-profit organization whose purpose is to improve global understanding and achieve peace through exchange programs between international visitors and citizens in our communities. Global Ties KC promotes citizen diplomacy by person-to-person contacts to help shape United States foreign relations "one handshake at a time." We bring over 300 delegates to KC each year, including business, non-profit, and government leaders from over 90 countries. International Visitor Leadership Program alumni include over 500 current or former Heads of State.

Position Title: Administrative Assistant

Key Responsibilities:

- Coordinate and schedule meetings and events, including travel arrangements
- Assist with social media management, including content creation and scheduling
- Monitor and respond to emails and inquiries from clients, vendors, and partners
- Maintain accurate records and files, including financial and administrative documents
- Assist with office management, including ordering supplies, answering phones, and greeting visitors
- Additional work will include keeping the website updated, social media development, grant writing and annual report documentation, and resource development.
- Help with operations tasks, such as inventory management and project coordination
- Conduct research and provide support on special projects as needed

Qualifications:

- High school diploma or equivalent; some college coursework preferred
- 1-2 years of experience in an administrative or office support role
- Strong communication skills, both written and verbal
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Experience in Salesforce a plus

- Flexibility and ability to adapt to changing work demands, as well as ability to juggle multiple tasks and deadlines. Ability to work on concurrent projects with minimal supervision required.
- Familiarity with social media platforms, such as Facebook, Twitter, and Instagram
- Ability to work independently and as part of a team
- Flexibility and adaptability to changing priorities and deadlines

Compensation:

\$16-20/hour, 10- 20 hours a week, schedule flexibility with some evening hours. Applicants must be available for in-person activities at the Global Ties KC office 8 hours a week, with a remote option the remaining hours. Position is through the end of 2023 with the possibility to extend based on funding availability.

To apply, please do the following:

1. Please submit a cover letter describing your interest and qualification for the specific position for which you are applying
2. Include a current resume
3. Provide a list of three to five references, including a recent supervisor or someone familiar with your work

Please include a joke within the text of your email. Submit via email (preferred) to info@globaltieskc.org

Only applications submitted per the above procedure will be accepted for review. Global Ties KC is an equal opportunity employer and is committed to a diverse and inclusive workplace.