



Job Opportunity

EXECUTIVE ASSISTANT TO LAC-RVP

Location: TBD

Type: Salaried, Full-Time

Supervisor: RVP for Latin America and Caribbean

JOB PURPOSE

Provide administrative and technical support to LAC - Regional Services Team (LACRST) for the successful achievement of the regional objectives and initiatives.

CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

KEY TASKS AND RESPONSIBILITIES

- Assist the RVP in coordinating the regional team.
- Support the RVP in monitoring the implementation of the regional strategy.
- Assist the RVP in his efforts of PR to position better LAC internally and externally.
- Ensure the reporting system of LACRST by compiling, consolidating, analyzing and synthesizing information of the country Offices and other sources.
- Manage the database of the regional team and the sensitive documents of the country offices.
- Support the country offices in organizing local board meetings.
- Manage the regional calendar of events
- Coordinate the logistics of regional events.
- Assist LACRST in planning their field trip.
- Perform with excellence special tasks assigned

MINIMUM EDUCATION / EXPERIENCE

- Bachelor's degree in business administration or equivalent. Knowledge in PM a plus.
- 5+ years supporting an Executive Director/CEO.
- Strong written and verbal communication in English and Spanish.
- Experience working within organizational systems & standards
- Ability to correspond both in writing ideas and orally.
- Ability to analyze issues and situations systematically.
- Ability to recommend practical ways using innovation, good judgment, creativity and strategic thinking.
- Ability to solve problems.
- Ability to create & maintain positive relationships.
- Ability to organize resources.
- Ability to coordinate activities and meetings.
- Committed to quality.