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.