

Job Title:	Administrative Assistant
Reporting To:	Chief of Staff
Location:	Toronto (hybrid). Three days expected in-person
Terms	Full-time (40 hours/week)

About Raising The Village

We are Raising The Village, a non-profit international development organization on a mission to end ultra-poverty in Sub-Saharan Africa. What started as a small start-up in 2012 has become a fast-growing organization with 200+ national staff in Uganda and a team of 10 people in Toronto and New York, working together to lift communities out of ultra-poverty in last-mile villages in Uganda. To date, we have supported more than one million people through our innovative holistic approach. We have achieved this tremendous growth with the help of amazing funders and partners from all around the globe who believe in our model and impact. Find out more about our programs and impact at: www.raisingthevillage.org.

Role Description

Raising The Village (RTV) is seeking a highly organized and proficient Administrative Assistant to support the efficient and effective operations of the Toronto office, and provide day-to-day support to the Office of the CEO. Your responsibilities will revolve around providing administrative support to ensure smooth day-to-day functioning of the office, supporting any recruitment and onboarding activities for the Toronto office, and providing executive assistance to the CEO. The ideal candidate will have excellent communication and organizational skills, the ability to work under pressure while maintaining a high level of professionalism and transition seamlessly between tasks and competing priorities.

Key Responsibilities:

Executive Assistance - 60%: Provide direct support to the office of the CEO including:

- Coordination with internal and external stakeholders around scheduling meetings and managing calendars
- Filing expense reports
- Making travel arrangements
- Coordinating with internal and external stakeholders as assigned
- Organizing files, preparing any briefing notes, and formatting documents including slide decks
- Drafting correspondence as required

- Support in the prioritization and escalation of competing tasks with a strategic mindset.

Office Management & Staff Support - 30%: Provide direct support to the team including:

- Recruitment and onboarding support for the team
- Perform general administrative tasks such as managing correspondence, rental contracts and arrangements, and maintaining office supplies and equipment
- Coordinate and schedule Toronto team meetings as required
- Oversee the organization and cleanliness of the office space
- Support the management and coordination of shared email accounts and subscription renewals.
- Support any projects as assigned involving coordination with the teams

Other - 10%

- Draft and edit documents, including memos, excel datasets, presentations, and proposals
- Support the North American team in making travel arrangements to field offices and conferences or events.
- Cross-departmental coordination as needed
- Manage and maintain confidential information in a professional manner
- Input key data into databases and manage the shared online file system
- Perform other duties as assigned within the scope of this role

Requirements

- Post-secondary degree (college or university), with preference in communications, business administration, or industry-related areas.
- 3-5 years of relevant experience in a similar role.
- Demonstrated and progressive experience in an administrative and/or executive assistant role
- Experience working in international development or nonprofit will be an advantage
- Excellent communication and interpersonal skills
- Strong organizational and project management skills
- Comfortable in managing up with the Executive team.
- Proficiency in Microsoft Office and Google Suite and productivity tools
- Ability to work independently and as part of a team
- Flexibility to adapt to changing and competing priorities
- Discretion and professionalism in handling sensitive information

Compensation & Growth

Hiring Range: \$45,000-60,000 commensurate with experience

In addition to a starting salary commensurate with your experience, you'll receive a compensation package that includes health benefits, optional Group RRSP (Canada)/401k Retirement Plan(US), and 4-weeks vacation in line with our policies.

RTV is fast growing with opportunities for people who want to grow with the organization. We value people who are committed to our mission, align with our values, and are dedicated to their own personal and professional growth.

To Apply

If you think you are the right person for this role, please send us a cover letter and resume (in one pdf file) to: **careersTO@raisingthevillage.org**

Applications will be considered on a rolling basis until the position is filled. Currently all interviews are being carried out virtually. Please note that there will be a written assessment included as part of the recruitment process. Raising The Village is an equal opportunity employer committed to diversity and inclusion.

For any accommodations through the process, please get in touch with us at the same email as mentioned above.