

Asylum Access seeks Assistant to the Executive Director

Position Description

Asylum Access is an innovative global nonprofit dedicated to making human rights a reality for refugees in Africa, Asia and Latin America. With local organizations in six countries plus a global headquarters in the San Francisco Bay Area (Oakland), Asylum Access provides legal information, advice and representation to more than 20,000 refugees annually, and impacts millions more through advocacy for systemic change. By coupling on-the-ground legal aid with broad-based advocacy, we are creating a world where all refugees can live safely, work, send children to school and rebuild their lives.

The Assistant to the Executive Director is a dynamic, creative problem-solver who supports the Executive Director to grow and strengthen Asylum Access's reach and effectiveness. The Assistant plays a pivotal role in leveraging the Executive Director's time and skills for highest impact, and supports the Executive Director in engaging key organizational stakeholders and external audiences.

The Assistant to the Executive Director reports directly to the Executive Director and works alongside other members of the global team at our headquarters office in downtown Oakland, California. The successful candidate will be an efficient multi-tasker with excellent organizational skills, comfortable managing multiple simultaneous projects, a strong writer, a "get it done" problem-solver, and keenly aware of the elements that go into building strong relationships with key partners.

This position provides a unique opportunity to support a leading global changemaker while gaining insight and experience into the operations of a thriving NGO. Encompassing a broad spectrum of activities that support Asylum Access's mission, this position offers the chance to connect daily with stakeholders all over the world, and to build critical thinking, writing, and problem-solving skills while being a part of work that transforms the lives of people fleeing war and persecution around the globe.

Key Responsibilities

Manage Executive Director's calendar and correspondence (40-45% time):

- Communicate with key stakeholders in support of ED's and organization's goals
- Scheduling and logistics across multiple time zones for internal and external meetings, conferences, travel, and other special events supporting Asylum Access's mission
- Draft or ghostwrite emails, letters, talking points, and other correspondence from Executive Director to external contacts

Support Executive Director on key initiatives and administration (35% time):

- Participate as rapporteur in internal strategy-related meetings and project-manage followup as needed

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- Support ED on administrative tasks (providing bio and slides for speaking engagements, completing expense reports, etc)

Create and maintain a welcoming, professional organizational presence and office environment (10-15% time):

- Answer phone, respond to queries, direct calls as needed to serve callers (including refugees, donors, vendors, prospective volunteers and others)
- Manage info@ email account, responding to inquiries from refugees, media, potential volunteers, and the public
- Maintain office environment, equipment and supplies to ensure visitors feel welcomed and staff have the tools for success
- Support Global HR Manager in advertising new staff and volunteer positions

Special projects (10% time):

- Draft or ghostwrite speeches and thought-leadership pieces for ED and other organizational leaders
- Conduct research and analysis to support ED thought-leadership
- Pitch OpEds, blog posts, and other writing to major media outlets to build Asylum Access's global profile
- Other special projects in communications, development, or policy advocacy as assigned

Desired Qualifications

Education:

- Bachelor's degree
- Fluent in English (fluency in Spanish, Thai, Swahili an asset)

Experience:

- Strong project management skills, including proven history of managing complex projects to successful completion
- Experience communicating with the public in a real-world context, ideally including experience with high-stakes relationships with key donors, political figures, or global leaders
- Skilled at troubleshooting / problem-solving in a fast-paced environment
- Experience traveling independently; able to navigate travel logistics and multi-time zone scheduling like a seasoned traveler
- Excellent writer
- Comfortable with CRM databases; experience using Salesforce a plus
- Skilled in Microsoft Office and Google Drive

Attributes

- Strong people skills; engaging and responsive in your communication with others
- Excel in fast-paced, dynamic environments, and enjoy juggling multiple diverse projects simultaneously



- Highly organized and attentive to detail; able to effectively manage a high volume of email
- Enjoy taking initiative and can confidently take a project from idea to implementation
- Creative and effective problem-solver who embraces new situations requiring innovative solutions

Salary and Benefits

Salary is competitive with similar local nonprofits. This position comes with robust benefit package including 20 days of accrued Paid Time Off plus 11 holidays, health, dental, and vision insurance (85% employee and 25% dependent premiums paid by employer), and professional development opportunities.

How to Apply

Please send cover letter, resume, and writing sample to Nikki d'Assis at apply@asylumaccess.org with "Executive Assistant" in the subject line.

Interested candidates are encouraged to apply as soon as possible. Applications will be accepted on a rolling basis until the position is filled.

Candidates must have valid authorization to work in the United States. Asylum Access is unable to provide work visa sponsorship.

We will contact candidates who we would like to move forward in the selection and interview process. Unfortunately, due to the high volume of applications we cannot guarantee a response to email inquiries. Please no phone calls or visits.

