

Administrative Assistant

Vital Strategies

Vital Strategies (VS), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is looking for an **Administrative Assistant to the Policy, Advocacy and Communication (PAC) Division**, who will join our New York office. The Administrative Assistant will report to the Senior Vice President of Policy, Advocacy and Communication and support the entire the PAC team. The Administrative Assistant will be based in New York City. Applicants must possess a valid work permit to work in New York City.

The right candidate for the position will be highly organized and be a good writer. S/he will be highly detail oriented, able to keep multiple projects advancing simultaneously. The position requires a consummate team player who works well within a large team, advancing his/her own work but able to work with technical leads to gather information to inform final pieces.

The position is a good fit for a person who is hungry to learn more about a wide range of communications, wants to be part of a highly engaged and fun team, and is motivated by making a difference in the world. Vital Strategies' global team values diversity and multi-cultural fluency.

Specific Duties:

- Provide assistance to the Senior Vice President of Policy, Advocacy and Communication as needed
- Assist with drafting documents, including letters, reports, media materials and power point presentations
- Help organize workshops, trainings, meetings, media events locally and internationally
- Light to moderate travel planning and support, including visas, per diem, cash advance and travel expenses for the Policy, Advocacy and Communication division
- Schedule and manage appointments, meetings and teleconferences
- Assistance with maintaining the office's conference room calendar and any hot desking needed
- Maintaining the general upkeep and functionality of the office by ordering supplies for the office and pantry
- Receiving, screening, and directing visitors, phone calls, mail, parcels, faxes and email
- Manage outgoing international shipments

- Other special projects, and program support, as needed

Requirements:

- Bachelors' degree in a related field from a recognized university, or equivalent work experience
- Excellent organizational skills
- At least three years of experience
- Excellent computer skills: proficient user of Microsoft Office suite (MS Word, Excel, Outlook, PowerPoint)
- Excellent interpersonal communication skills
- The ability take appropriate action effectively
- Self-starter with integrity and the ability to work in a cooperative manner
- Flexibility
- English language fluency (written and spoken)
- Ability to travel internationally, as needed

How to Apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org with "Administrative Assistant – Policy, Advocacy and Communication Division" in the subject line.

Closing date for applications: September 30, 2017. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.