

Job Description:

JOB TITLE	Executive Assistant / Yönetici Asistanı
DEPARTMENT	
REPORTS TO	Director
RESPONSIBLE FOR	
HOURS PER WEEK	40

OVERALL PURPOSE OF THE JOB

Amnesty International is an internationally renowned global movement made up of people who work to ensure that human rights are respected and protected, and to prevent human rights violations. Its vision is to enable everyone's access to human rights as defined in the Universal Declaration of Human Rights, as well as to all international human rights standards.

Reporting to the Amnesty International Turkey Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for the Section Director and serves as a liaison with the Board along with the Section Director. Executive assistant supports management team on developing systems to support the work. This includes basic administrative support, help with ongoing operational issues, and multiple special projects.

MAIN TASKS:

- Provide calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day to-day engagements to the Section Director

- Produce correspondence, presentations, and reports both of a general and confidential nature on behalf of the Section Director and prepare and edit correspondence, presentations, reports, and memos.
- Manage all scheduling and travel logistics for the Section Director and board members by working together with relevant teams/members. Assist Section Director and board members in expense reporting.
- Support the Section Director in internal and external communications, organizational strategy and, and all other special projects as assigned.
- Support and manage a high-volume of requests and projects to meet the objectives of the management and governance.
- Working closely with relevant organisational support team to organize, facilitate meetings and events for meetings, retreats, various board meetings, and other.
- Join high level lobby, donor, and internal/international meetings along with Section Director whenever it is needed to take minutes; distributing materials and writing debriefs by working closely with Advocacy Team.
- Coordinating and preparing agendas, general minutes taking and distribution, preparation of action lists to support meeting effectiveness and organisational management and governance.
- Ensuring all action items of management team members, director and board members from meetings and correspondence with deadlines are met within the required timeframes.
- Support standing representatives, board, section director during international governance meetings and processes.
- Directly translates, summarize, present or coordinates all these tasks related to internal and external documents relevant to the management and board.
- Project coordination on organisational and governance issues as support required. Providing initial research, analysis and report development as required on projects.

SKILLS AND EXPERIENCE

- Commitment to human rights and Amnesty International's vision and mission.
- Minimum 2 years related work experience
- Familiarity with non-profit sector
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, adapt to shifting priorities, and prioritize work
- Fluent in English and Turkish
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of all Microsoft Office applications,

- Ability to handle sensitive and confidential situations with diplomacy

ABOUT US

Amnesty International is a global movement of more than 10 million people who campaign for a world where human rights are enjoyed by all.

Our aim is simple: an end to human rights abuses. Independent, international and influential, we campaign for justice, fairness, freedom and truth wherever they are denied. And whether we are applying pressure through powerful research or direct lobbying, mass demonstrations or online campaigning, we are all inspired by hope for a better world: One where human rights are respected and protected by everyone, everywhere.

At Amnesty International Turkey, we are passionate about what we do and we are proud of our achievements as a movement. Equality and diversity are at the core of Amnesty Turkey values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.