



JOB TITLE	Executive Assistant
TEAM	
DEPARTMENT	Adm and Finance
REPORTS TO	Director
RESPONSIBLE FOR	--
SCALE	Officer
CONTRACT TYPE/ 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 additionally supports management team when required on developing systems to support the work. This includes basic administrative support, help with ongoing operational issues, maintain communication within departments and multiple special projects. This officer will mainly reports to the Director.

MAIN TASKS:

Project-related activities

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- 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.
- 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 directors 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.
- Supporting management team when required on developing systems to support the work of departments. This includes basic administrative support, help with ongoing operational issues, maintain communication within departments and multiple special projects.

- **Supporting**

Skills and Experiences

- Commitment to human rights and Amnesty International's vision and mission.
- Have a deep understanding of gender and diversity issues and gender mainstreaming
- Minimum 3 years related work experience
- Bachelor's Degree or equivalent in a relevant field (human rights, law, politics, European studies etc).
- Proficiency in MS Office Applications (Excel, PowerPoint, Word) and cloud based systems (Microsoft, Google etc.)
- 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
- Ability to handle sensitive and confidential situations.
- Intermediate commitment to international and local politics

- Experience or skills in facilitating meetings
- Ability to complete work in a timely manner while working on simultaneous tasks
- Ability and desire to learn new concepts/skills quickly
- Strong ability in strategic planning, including priority setting in the context of advocacy carried out on a wide range of issues.
- Proven experience in the timely preparation and submission of clear and concise reports, briefings, summaries