



Administrative Assistant Consultant – Rise Up

Scope of Work:

Rise Up activates women and girls to transform their lives, families, and communities through investment in local solutions, strengthening leadership, and building movements. Since 2009, Rise Up's powerful network of over 600 leaders has impacted 135 million people in Africa, Latin America, South Asia, and the US.

Rise Up seeks a part-time Administrative Assistant position to support our programming in Mexico. The Administrative Assistant will provide general administrative support to the project, collaborate with local partners, and create and support relationships with key stakeholders at the local, state, and national levels. The Administrative Assistant will report to Rise Up's Country Representative. The Assistant will have the opportunity to contribute to the design and coordination of this project and help improve education, health, and economic opportunities for girls and women in Mexico.

Duties and Responsibilities:

1. Support for Project Coordination

- Support outreach to program participants and partner organizations, and coordinate travel, interviews, and selection.
- Organize the training logistics, including scouting training sites, identifying and coordinating local trainers and consultants, securing materials, and coordinating travel arrangements / transfer, lodging and meals for participants, Rise Up staff and consultants.

2. Financial and Administrative Management

- Manage budget for and reconcile all expenses related to the project.
- Manage any additional program related expenses.
- Support the monthly reconciliation office expenses
- Maintain a robust tracking system for vendor payments, agreements, and contracts.
- Prepare vendor/consultant payments to ensure account satisfaction.

3. Communications

- Develop and maintain relationships and ongoing communications with key stakeholders at the community and state levels.
- Maintain communications with regional and international participants and facilitators for workshops or other events.

Desired Qualifications

- 2 to 3 years minimum of administrative experience with some financial management experience

- Excellent interpersonal and communication skills and ability to work collaboratively with other organizations
- Ability to work independently and maintain continuous communication
- Ability to provide excellent customer service and administrative, clerical support
- Proven ability to coordinate projects with the ability to excel in a dynamic environment
- Strong commitment to the empowerment of girls and women in Mexico
- Experience with event planning and travel logistics
- Excellent Computer skills, including Microsoft Office suite (Outlook, Excel, PowerPoint, Word), including the ability to manage other platforms like Zoom, Teams, Mentimeter, Google classroom, etc.
- Strong problem-solving, organizational, and planning skills
- Currently reside in the city of San Luis Potosi, Mexico, or nearby
- Flexible hours, allowing periods of intense work if necessary
- Availability to start immediately.
- Strong organization and planning skills
- Ability to communicate ideas in an orderly and methodical way.
- Strong logical and analytical ability to solve problems and set priorities
- Interest in human rights issues and gender perspective
- Proficient in English is a plus

Education:

- High School diploma required; college degree preferred

Please share your resume and cover letter in Spanish or English to info@riseuptogether.org with a cc via email at Levantemosmexico@gmail.com. The submission deadline is December 15, 2021.