**Title:** Administrative and Events Associate

**Location:** New York

**Contract length:** 2 years

**Reporting to: S**VP of Business Development

**Date:** May 2016

**General Role Description:**

The Office and Events Administrator is an entry-level position for a fast-paced, small but expanding team. The Office and Events administrator will support the growth and expansion of the US office. Reporting to the VP of Business Development, this role will manage all administrative activities in the office and for events. The candidate will be a key member of the Self Help Africa team in New York, and will also support the Boston operation.

Specifically:

* Manage office systems, contacts and donations databases management and perform basic accounting tasks in liaison with the Self Help Africa accountant.
* Maintain administrative relationships and take care of payroll, bank, healthcare.
* Supervise the implementation of new office procedural and technical systems, including simple updates to the website and organizing office maintenance,
* Develop and maintain finance systems; manage accounts, donations, reconcile bank statements
* Events Planning: Provide the administrative support for events from beginning to end including management of all systems and logistics.
* Support the development team and head of operations by providing research where necessary.
* Supervise, manage and train SHA interns.

**Requirements**

* Bachelor’s degree and some work experience in logistics and administration
* Excellent interpersonal, motivational, and organizational skills with a keen attention to detail
* Proficient with Microsoft Office (Word, Excel, PowerPoint)
* Proficient in basic accounting skills and proficient with quickbooks (desirable but not necessary provided a clear understanding of basic accounting is shown)
* Strong writing skills
* Experience in IT specifically website maintenance (desirable but not necessary)
* Commitment and long-term interest in humanitarian work and non-profits
* Able to work with limited supervision, and in a team
* Able to work in a fast-paced environment and deliver to deadlines

This job description only serves as a guide for the position and framework for appraisal interview. Self Help Africa reserves the right to change this document as circumstances dictate.