



PANORAMA

Job Description

Overview of the Organization/Project

The [Feminist Foreign Policy Collaborative](#) (the Collaborative) is a new initiative, fiscally sponsored by Panorama Global, that is helping to advance countries' adoption of feminist foreign and development policies in order to accelerate progress toward gender equality, planetary integrity and peace.

The Collaborative manages and supports the work of two coalitions: the [Global Partner Network for Feminist Foreign Policy](#) and the [Coalition for a Feminist Foreign Policy in the United States](#). The Global Partner Network for Feminist Foreign Policy (the Network) is an informal, global network of learning and exchange, comprising both civil society organizations and governments committed to advancing the principles of feminist foreign policy worldwide. The Coalition for a Feminist Foreign Policy in the United States (the Coalition) is a group of civil society organizations working to advance feminist foreign policy goals within the U.S. While the target constituency of these coalitions is different, the goal is the same: to ensure wider adoption of feminist foreign policy principles.

Position Information

Job Title: Administrative Assistant

Job Location: United States

Contract Term: January 1, 2024 – December 31, 2025

Time Allocation: Full-time

Contract Duration: 2 years commitment desired

Supervisor Name & Title: Spogmay Ahmed, Senior Policy Advisor

Position Summary

The Administrative Assistant will be responsible for execution of the organization's administrative tasks, including managing the CEO's calendar and travel (booking, expense reporting, etc), team scheduling and notetaking, support for events and digital communications as needed. The Administrative Assistant will work cross-functionally supporting the FFPC team, the coalitions it manages—the [Global Partner Network for Feminist Foreign Policy](#) and the [Coalition for a Feminist Foreign Policy in the United States](#)—and our fiscal sponsor, Panorama Global.

Essential Duties & Responsibilities

- Coordinates the Collaborative team's schedule, offering ongoing and specialized support to the schedule of the Founder & CEO.
- Plans and books travel itineraries for the Collaborative staff.

- Assists in planning, note-taking and preparing meetings, workshops and other events.
- Collaborates with the team to maintain an up-to-date organizational work plan and ensure its timely execution.
- Works closely with the Panorama Global team on expense reporting, contract processing and other administrative tasks.
- Works closely with the Development & Communications Associate on in-person and online event management, including vendor research and coordination, audience engagement, invoice and expense tracking and day-of coordination.
- Assists the Development & Communications Associate in the development of project-related documents, including grant budgets and agreements, contracts, disbursement schedules, financial reports and narrative reporting schedule.
- Summarizes information orally and in writing, including entering information in databases, spreadsheets and electronic communication forums.
- Coordinates with partners of the coalitions the Collaborative manages, the [Global Partner Network for Feminist Foreign Policy](#) and the [Coalition for a Feminist Foreign Policy in the United States](#).
- Formats, edits and revises papers, newsletters, presentations, proposals, brochures, etc.
- Some travel may be required to staff and support signature Collaborative convenings and events in the United States.
- Other duties as assigned

Desired Qualifications

Education and Experience

Bachelor's degree in relevant field (Office or Public Administration, Human Resources, International Affairs, Women's/Gender Studies, Political Science, Economics, etc.). Knowledge of feminist foreign policy a plus; familiarity with gender and global policy forums and a commitment to intersectional feminist values a must. The ideal candidate will have 1-2 years of experience in administrative roles; internships in an administrative role qualify.

Skills

- Excellent attention to detail and ability to work on tight deadlines.
- Must possess excellent writing, communication and analytical skills.
- Must demonstrate excellent organizational, communication and interpersonal skills along with the ability to work on multiple tasks simultaneously.
- Must be detail oriented, flexible, eager to take initiative, able to work effectively under time pressure to meet deadlines and collaborate well with a dynamic team.
- Committed to advancing the Collaborative's mission with an emphasis on centering diversity, equity and inclusion.
- Priority will be given to multilingual candidates, particularly those with proficiency in FFP languages (Spanish, French, German, Dutch, Arabic, etc).

Compensation & Benefits

Minimum Pay Range: \$50,000

Maximum Pay Range: \$55,000

Other Benefits:

- 90-100% employer-paid monthly premiums for employee-only medical coverage depending on individual plan selection and 15% employer-paid contribution toward dependent coverage premiums
- 99% employer-paid monthly premiums for employee-only dental and vision coverage (family members can be added at employee cost)
- Flexible spending account options for health, dependent care, and transit
- 100% employer-paid monthly premiums for life insurance, short-term disability, and accidental death and dismemberment insurance
- Employer-sponsored supplemental paid family medical leave benefit of up to 12 weeks after 90 days of consecutive employment
- 401(k) safe harbor plan with non-elective 3% employer contribution
- Flexible paid time off with pre-approval of manager
- Employer-paid employee Assistance Program which includes employee + dependent access to counseling services of up to 6 sessions per issue
- Work hours are EST, although there is flexibility to work from home anywhere in the U.S. so long as 9-5 EST working hours are observed
- Commitment to professional development and growth

How to Apply

Interested candidates should submit a resume and cover letter to jillian@ffpcollaborative.org with the subject line “Administrative Assistant_ *First and Last name*” no later than November 6, 2023.

Applications will be reviewed on a rolling basis.

Employment Logistics

The [Feminist Foreign Policy Collaborative](#) is a fiscally sponsored project of Panorama Global, a 501(c)(3) social impact non-profit that empowers changemakers through radical collaboration. The Collaborative’s employees will be employees of Panorama Global.

Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, caste, citizenship or immigration status, national origin, genetic information, gender identity, gender expression, sexual orientation, marital status, veteran status, political ideology, the presence of any physical, mental, or sensory disability, age, or any other status or characteristic protected by federal, state, or local law.

Panorama complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits

and privileges of employment, please contact our People & Culture team at sponsoredprojectsHR@panoramaglobal.org.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Panorama participates in the federal E-Verify system. All candidates should review [E-Verify Participation](#) and [Right to Work](#) information.

The final offer will be contingent on the completion of a successful background check.