

## Women's Federation for World Peace USA is seeking an Administrative Assistant

Angelika Selle

April 1, 2022



WFWP USA continues to transition into a new phase of appealing to women of all ages, and to grow and expand into new territories. A skilled Administrator is needed to assist in creating this new paradigm and be able to fulfill the necessary duties for the national office to function smoothly and efficiently.

Women's Federation for World Peace USA is a great place to work and grow professionally. With a supportive atmosphere and culture, there are opportunities for employees to learn new skills, apply their unique experiences and backgrounds to growing the organization, as well as maintain a healthy work-life balance.

We are looking for an Administrative Assistant as soon as possible to take over from our current Administrative Assistant.

**Start Date:** As soon as possible for training and to start working in May

**Reports to:** President

**Location:** Must be able to commute to New York City Office to perform required duties, frequency is flexible

**Full-time or Part-time:** Full-time position, 40 hours per week

### **Qualifications:**

- One or more years of experience in administrative work
- Proficient in the following programs: Microsoft Office (Word, Excel, and PowerPoint); Adobe Acrobat; Google (Gmail, Google Calendar, Google Docs, Google Sheets, Google Search)
- Basic knowledge in Adobe Illustrator, Adobe Photoshop, and Adobe InDesign is a plus but not required
- Fluency in written English and experience editing or writing

### **Desired Skills:**

- Effective administrative communication skills - written and verbal
- Planning, organizing, managing multiple projects at the same time
- Attention to detail, accuracy, and excellent time management
- Flexibility, adaptability, teamwork and professionalism
- Self-motivated individual

### **To Apply**

If you are interested, please email us at [info@wfwp.us](mailto:info@wfwp.us) to find out more and/or to submit your resume to apply.