

Job Opening: WFWP USA Looking for Administrative Director by April 15

H. Herd
April 4, 2012



Women's Federation for World Peace USA is currently looking for a skilled Administrative Assistant who will be responsible for a variety of administrative and clerical duties necessary to ensure that the national office functions smoothly and efficiently. Some of the skills needed are:

- Effective administrative communication skills - written and verbal
- Planning, organizing, managing multiple projects at the same time
- Attention to detail and accuracy
- Flexibility, adaptability, teamwork & professionalism
- Self-motivated individual who does not require much guidance

The main duties include:

- Supporting the President
- Communications
- Outreach, PR and National Level Program Support
- Website & E-Newsletter

Qualifications:

- 2-5 years of experience in administrative work and in corporate environment
- Proficient in the following programs: Microsoft Office (Word, Excel, and PowerPoint); Adobe Acrobat; Google (Gmail, Google Calendar, Google Docs, 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 articles.

For a detailed job description or to submit resumes please contact H. Herd. Deadline for applications: April 15, 2012.