About the World Affairs Councils of America (WACA)
The World Affairs Councils of America supports, strengthens, and represents a national network of more than 90 nonpartisan organizations working to deepen their communities' global perspective through speaker programs, discussion groups, and educational experiences. We bring the world to classrooms and C-suites, and to conferences in the nation's capital and town hall-style forums in communities across the country. Learn more at www.worldaffairscouncils.org.

Role Description
WACA's executive assistant and office administrator supports the day-to-day work of the CEO and WACA staff team and serves as a liaison with the board of directors. This position ensures WACA's administrative functions are effective, efficient, and responsive to the needs of the organization by handling areas of responsibility including office administration, facility management, and vendor and accounting support. This full-time, primarily in-person position is based in Washington, DC, and reports to the chief executive officer.

Job Functions
Executive, Staff, & Board Support (45%)
• Support the day-to-day work of the CEO, including appointments, correspondence, & travel
• Track CEO projects and help prioritize action items
• Organize and consolidate briefing materials for meetings and public appearances
• Support the coordination and execution of large- and small-scale events
• Contribute to organizational dashboard maintenance
• Coordinate full-staff trainings and team-building activities
• Coordinate the organizational calendar for events, meetings, and vacations
• Collaborate with WACA staff to process registrations, dues payments, and donations
• Stay informed about WACA's member services, global education, partnerships, and marketing and communications projects
• Provide comprehensive support for the board of directors, ensuring timely and bylaw-compliant activities
• Schedule and organize various meetings, including board, staff, and committee meetings; prepare agendas and minutes; assist in advancing board and committee priorities
• Coordinate board meetings, managing logistics, RSVPs, food, and space; facilitate board orientations and processes for incoming and outgoing board members; draft board communications; organize annual board information
• Assist in preparing reports and presentations for stakeholder groups, including Councils, board members, and funders

Office Administration (40%)
• Oversee day-to-day office operations, ensuring a smooth and efficient workflow; proactively address administrative needs and promptly resolve issues
• Manage general incoming communications, including email and phone inquiries; provide information, referrals, and take messages; supervise mail opening and distribution
• Greet visitors, provide directions and parking guidance; prepare meeting sites; oversee office opening and closing procedures
• Manage organizational supply needs within budget constraints
• Liaise with WACA accountant, providing accounting support such as processing payables and receivables, managing grant disbursements, and general bookkeeping for internal controls
• Maintain communication and relationships with vendors, consultants, and service providers; recommend improvements to administrative services and cost reduction
• Support the maintenance of accurate and up-to-date records, databases, and filing systems while ensuring the confidentiality and security of sensitive information
• Assist with human resources tasks, including employee time sheets and benefits
• Keep the organization informed and compliant with relevant laws, regulations, and registrations
• Assist in implementing and updating organizational policies and procedures
• Lead or assist with organization-wide projects including mailings and volunteer initiatives

Facility Management (10%)
• Manage WACA's facility, ensuring cleanliness and welcoming public spaces, including the conference room; liaise with building management and arrange access for staff
• Oversee the organization's equipment, including computers and printers; train staff, maintain contracts, evaluate needs, and order maintenance
• Walk through the office space on a monthly basis to assess for repairs and maintenance; manage on- and off-site storage; manage WACA's onsite archives
• Oversee safety/emergency procedures and training; maintain a safe work environment

Other (5%)
• Supervise one or more university interns
• Seek out and participate in ongoing professional development related to this position
• Undertake other duties as assigned, including special projects as required

Qualifications
Required:
• Bachelor’s degree in nonprofit management, international studies, or other related field
• Two years related professional experience; a desire to grow as a nonprofit professional and global community member
• One year customer-service experience; a warm and welcoming demeanor
• Well-developed judgment and ability to take decisions independently and in consultation with appropriate stakeholders
• Proven time and project management, dependability, efficiency, organization, attention to detail, research skills, and team skills
• Demonstrated passion for and knowledge of world affairs, global current events, and the mission of the World Affairs Councils network
• Developed cross-cultural competence, evidenced by prior work, study, or travel
• Strong communication skills in English
Creativity and ability to solve problems with diplomacy and flexibility
Professionalism, discretion, and integrity, particularly with personal or confidential information

Preferred:
- High level of confidence with QuickBooks and payment platforms, Google Calendar, and Google Drive in a nonprofit setting
- Prior experience with nonprofit accounting, boards, committees, and vendor management
- Prior experience providing executive support
- Professional experience in the nonprofit or association sector
- Experience with CRM/database software and manipulating spreadsheets
- Fluency in languages other than English
- Basic familiarity with HTML and WordPress

Environment and Other Expectations
The WACA office is located in downtown Washington, DC, with easy access to Metro and bus lines. WACA staff work in a fast-paced environment and should be prepared to balance multiple priorities and deadlines, take ownership of their projects, and work independently, as part of a team, and with a variety of interns, volunteers, board members, and other organizations. While this position will be primarily onsite, limited remote work on a consistent weekly schedule to be identified with the individual is permitted after an initial onboarding and team-building period. Applicants should reside in the greater Washington, DC, metropolitan area or be willing to relocate. This position involves primarily daytime, weekday hours on a consistent schedule to be identified with the individual.

WACA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any characteristic protected by applicable law. WACA is committed to building and fostering a culture where all employees, members, volunteers, and interns have an opportunity to contribute to the mission and success of the organization and are valued for their unique perspectives and the experiences they bring to the table.

Compensation
The salary range identified for this position is $26.44 to $30.29/hour ($54,995 to $63,003 per year), commensurate with education and experience. Additional benefits include paid health, dental, and vision insurance coverage, employer contribution to a retirement plan, opportunities for professional development, and paid vacation, holidays, and sick leave.

To Apply
Please email a cover letter, resume, and a list of three professional references to Matthew Hughes at apply@worldaffairscouncils.org with “Executive Assistant Application” as the subject. Please send all attachments as a single, combined PDF file.

World Affairs Councils of America
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