



OFFICE MANAGER (FREELANCE, 28 HOURS PER WEEK)

Closing date: 8 January 2018

ABOUT EQUILEAP

Equileap is a not-for-profit organisation dedicated to accelerating gender equality in the workplace, improving the position of women and contributing towards a more equitable world for all. Our work focuses on three main pillars:

- INVEST - Encourage private and institutional investors to diversify their portfolios with a unique set of data and a variety of gender-lens tools
- EDUCATE - Provide key information and organize thematic events to increase overall gender awareness, inform the public and support companies in their good practices
- DONATE - Support women and girls through social impact projects that tackle the root causes of gender inequality

We are a young and fast growing organisation, set up in 2016, with staff in London and Amsterdam. We have a Management Team of four, a Board of Directors with three members, an international network of advisors and a team of researchers located around the world.

THE ROLE

We are seeking a motivated freelance Office Manager to support our Management Team and the Amsterdam office on part-time basis. You will be the first Office Manager Equileap has hired and your role will be to set up organise and maintain operations and procedures, support the team and ensure smooth running of the office.

You will have a variety of administrative tasks and responsibilities and work with different Management Team members (based both in London and Amsterdam) in their day-to-day work. You will also be invited to contribute your ideas and knowledge in shaping and growing our organisation.

You will join a small team of high-energy and dedicated individuals with different cultural backgrounds and a common goal: to accelerate gender equality around the world. This is a position for someone with a strong work ethic, enthusiasm, an eye for detail, interest in gender equality and a desire to work for a social purpose organisation. We are looking for someone with at least 3-years experience as an office manager/ assistant, is willing to work as a freelancer and in a start-up environment.

RESPONSIBILITIES AND TASKS

- Provide administrative support to all MT members, particularly the Executive Director.
- Maintain very dynamic schedules, including planning and preparing meetings, as well as travel arrangements.
- Prepare MT and Board of Director meetings, take minutes and draft documents.
- Maintain follow-up files to advise MT of upcoming events, activities, appointments, meetings, and deadlines.
- Respond to inquiries from donors, clients and general public and resolve issues with tact and sensitivity.
- Organise the office, make office supply arrangements.
- Plan and organize events for our stakeholders.
- Write letters and documents in Dutch and English.
- Proof-read and correct documents in Dutch.
- Perform various administrative tasks including basic bookkeeping.
- Be responsible for our document management system and version management

EXPERIENCE AND SKILLS

Essential:

- Highly organised with an ability to prioritize, multi-task and switch-tasks throughout the day or at short notice
- Strong attention to detail, high level of accuracy and thoroughness in work delivery
- Ability to work in the high pressure and fast moving environment of a start-up
- Superior customer service orientation and skills
- Strong computer skills (Microsoft Word, Excel, Power Point, Mailchimp, Twitter and other social media)
- Ability to maintain confidentiality regarding sensitive issues or information
- Ability to successfully interact with individuals at all levels of an organization
- Ability to work in an international environment with people of different backgrounds
- Ability to work independently, deliver to deadlines, and report back on a regular basis
- Superior verbal and written communications skills in Dutch and excellent English skills

Desirable:

- Experience in a corporate environment
- Proactive and with strong business ethics
- Ability to read/speak other languages always a plus

HOW TO APPLY

If you are interested in the position, please send (1) a 1-page cover letter (in Dutch) summarizing your expertise, skill and interest and (2) a max 2-page CV by e-mail to Diana van Maasdijk, Executive Director of Equileap at vacancies@equileap.org

We promote flexible work arrangements, offer a market conform salary and welcome applicants regardless of their age, gender, ethnicity, disability, or sexual orientation.

Closing date for applications: **8 January 2018**