



**POSITION:** ADMINISTRATIVE ASSISTANT  
**START DATE:** IMMEDIATE  
**TERM:** ONE (1) YEAR  
**DESIRED EXPERIENCE:** EARLY- TO MID-CAREER (5-10+ YEARS OF EXPERIENCE)  
**DESIRED LOCATION:** UNITED STATES - EAST COAST

## About the Micronutrient Forum

Founded in 2006, the Micronutrient Forum (Forum) serves as a global catalyst and convener for sharing expertise, insights, and experience relevant to micronutrients in all aspects of health promotion and disease prevention, with an emphasis on the integration with relevant sectors.

The Forum's primary objective is to foster dialogue among the research, policy, clinical, program and private sector communities to facilitate the translation of evidence for policy and program planning and to inform research needs and priorities based on evidence gaps to support programs.

The Forum does not implement programs, rather serves as an independent convener, collaborating with other leaders in the nutrition, health, and development sectors to accomplish our vision: A world where all people have access to all essential micronutrients at levels needed to promote health and prevent disease.

The Forum has a robust portfolio of programmatic work, including ongoing workstreams addressing the data gap in micronutrient nutrition, promoting nutrition of key populations including pregnant women, and offering technical support to academic, government, and implementing institutions. In addition, the Forum is perhaps best known for its global conference, having hosted five such events, with the most recent CONNECTED virtual assembly attracting over three thousand delegates.

The Forum's current strategic plan, beginning in 2019, has guided the organization through a growth stage, with increased interest from funders and partners in the products the Forum creates. Specifically: advocacy, consultations, and convenings.

The Forum is a U.S.-based 501c3 nonprofit corporation – but operates as a dispersed organization with staff, consultants, and leadership spread across the globe.

See the [Forum's Strategic Plan](#)

See [Forum's Leadership](#)

## Purpose of the Position

The Forum seeks a qualified candidate to serve as a part-time Administrative Assistant to support the work of the Forum.

The successful candidate will be well-rounded and able to perform a range of human resource, financial and contract duties as noted below and will be working in a fast pace environment in conjunction with the Senior Management, the Program, and the Advocacy and Communications teams in managing the Forum's day-to-day operations.

The position is part-time (20 hours per week), exempt, renewable appointment. The ideal candidate will be located on the East coast of the United States and will work remotely.

## Major Duties and Responsibilities

The duties and responsibilities of the Administrative Assistant, as envisioned now, are listed below. Responsibilities may evolve with the needs of the Forum, over time.

In close collaboration with the Chief Operating Officer (COO) and the Senior Management Team, the Administrative Assistant will:



## **Operational Support**

- Support the Senior Management Team in day-to-day operational matters:
  - Coordinates and implements general office services such as appointment- and meeting-setting and other administrative activities
  - Records meetings and prepares meeting minutes (or reports)
  - Interprets and communicates operating policies
  - Participates in interviewing job applicants and conducts orientation of new employees as needed
  - Locates and compiles information, formats reports (e.g., donor reports), graphs, tables, records and other sources of information
  - Assembles and categorizes facts and figures for written computation and calculations
  - Assists with special events planning – such as in-person board meetings or programmatic consultations
  - Operates personal computer to access email, electronic calendars, and other basic office support software
  - Uses various software applications such as spreadsheets and graphics packages to assemble, manipulate and/or format data and/or reports
  - Exercises administrative judgment and assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service within the functional area
  - Provides logistical and operational support to program teams, including report preparation

## **Human Resources Support**

- Assists the COO with general HR duties
- Assists in the preparation of consultant and sub-contractor contracts; process and monitor performance of contracts; prepare payments for approval and processing; track deliverables and financial reports

## **Finance Support**

- Assists the COO with tracking of invoices and payments using an Invoice Tracking system
- Assists the COO with preparing payment disbursement and fund transfer forms to document the approval authority process
- Coordinates the collection and preparation of financial and operations reports

## **Organizational Relationships**

The Administrative Assistant reports to the Chief Operating Officer.

## **Qualifications and Requirements**

- Associate's or bachelor's degree plus a minimum of five years of relevant professional experience
- Experience in:
  - nonprofit financial accounting
  - human resources management
  - reviewing accounting transactions, developing financial projections and reports, and project budgeting
- Solid composition, grammar and proof-reading skills, with the ability to compose correspondence and reports
- Excellent written and oral English communications skills



- Proficient in Microsoft Office 365 Suite including: Teams, OneDrive, SharePoint, word, excel, power point and other applications
- Ability to handle multiple tasks & prioritize tasks with minimal supervision in a fast-paced environment and capacity to follow-through to closure
- Demonstrated experience and ability to adjust to working with multiple individuals and different work styles
- Attention to detail and ability to work within a team in a multicultural and multi-location environment
- Demonstrated ability to work under pressure
- Demonstrated experience handling confidential matters

### **Physical Demand and Work Environment**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. This position's specific vision abilities include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

### **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

### **Note to Candidates**

The Micronutrient Forum is an equal opportunity employer and is committed to foster and celebrate gender equality, diversity and inclusion in our organization. All qualified applications will receive consideration for employment without regard to race, age, gender identity, sexual orientation, color, religion, marital status, national origin, ethnicity, political beliefs, disability status, or any other status protected by U.S. federal, state, or local law, or international law.

### **To Apply**

- ⇒ Please email [hr@micronutrientforum.org](mailto:hr@micronutrientforum.org) with:
- ⇒ A resume
- ⇒ A cover letter indicating why you are the right fit for the Micronutrient Forum and the role of Administrative Assistant

Please include your name and the title for this position in the subject line of your email. Applications will be accepted until April 15, 2021.