



EXECUTIVE ASSISTANT



Teach
FOR ROMANIA

www.teachforromania.ro



About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background. Our mission is to recruit, train and support young professionals who take ownership for transforming the society, through a leadership development program in education.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: www.teachforromania.org





Your Role

Teach For Romania seeks an assistant who will support the CEO and Chief Program Officer (CPO). The assistant will support the administrative functions for the CEO and CPO to ensure that the goals of the office of the CEO and CPO are met. This position provides an individual with excellent communication and organizational skills the opportunity to be part of an extremely important initiative. This person will report to the CEO.

This is a **full time** position, in **Bucharest**.





Responsibilities

- Providing **administrative support**, including: scheduling meetings, conference calls, maintaining calendars, and arranging travel, managing correspondence, and processing reimbursements for the CEO and CPO;
- Attending **meetings** alongside the CEO and CPO and **keeping the agenda** and the summary of the discussions;
- Compiling, drafting and/or editing **correspondence** to team members, the organization, and external constituents;
- Coordinating **logistics**, drafting agendas, providing advance materials, and executing follow up for meetings and conferences;
- **Elaborating and writing documents** upon request from the Management team;
- **Research** information about companies and supporters;
- Handling administrative tasks regarding **office management**.



Benefits

- A chance to do **high-significance work** in education (more access to excellent education for all children);
- The opportunity to **build up your skills** and develop yourself personally and professionally;
- Access to **training and learning opportunities** inside the organization and from our learning partners;
- An **excellent working environment** in a value-based organizational culture;
- Access to a **global community of experienced and talented specialists** and first-hand innovative approaches and models from the Teach for All network.



Profile

We are looking for **someone with:**

- Synthesis ability;
- Strong organizational skills;
- Good written and verbal communication skills;
- Attention to details;
- Focus on the needs of the stakeholders;
- Integrity;
- Highly professional attitude;
- Adaptability.

Who **knows:**

- How to use Microsoft Office;
- English, at an advanced level.



Profile

Experience & qualifications required for this role::

- 1 year of professional/employment experience;
- Driver's License: B.

It **would be a plus** if you also have experience in a similar role.



Application details

This is a **full time position**, based in **Bucharest**.

The selection process will consist in:

- Screening, according to the application form;
- Online Test;
- Phone interview;
- Interview with the HR department;
- Final interview with the CEO.

Apply by following the link [here](#). We will review the applications on an as we go basis.