

World Affairs Council of Jacksonville Director of Operations & Administration

JOB DESCRIPTION

The World Affairs Council of Jacksonville is a non-partisan, non-profit organization whose mission is to promote an understanding of the world and its people and to engage citizens of Northeast Florida in becoming better informed participants in the global community. For this senior staff position, the World Affairs Council of Jacksonville seeks a person with experience in project management and information technology. This is a full-time, salaried position reporting directly to the Executive Director & CEO.

QUALIFICATIONS

- Excellent communication and administrative skills
- Highly detail oriented and organized
- Ability to prioritize and simultaneously execute multiple tasks on similar time tables in a fast-paced, demanding environment
- A collaborative teammate who can also work independently
- Enjoys talking with and working with people; good communication and interpersonal skills
- Ability to follow existing processes and policies
- Ability to create and improve processes
- Flexibility- can adapt and enjoy change
- Willingness to learn and translate learning into better workplace practices
- Values and contributes to an inclusive workplace
- Interest in international issues

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes responsibility for signature programs including McAfee Scholarships; Global Community Outreach Interns; Board Fellows and Great Decisions
- Performs a variety of quality assurance assessments of organization's programs and services to ensure that standards are met
- Maintains and updates website
- Manages livestreaming of programs to onsite locations and throughout the First Coast community
- Researches/analyzes data and develops reports for management decision-making using a full range of computer software skills including spreadsheets, word processing, desktop publishing, database management, presentation software, etc.
- Attends board or similar meetings to take, transcribe and distribute minutes
- Prepares board packets

- Performs routine clerical duties such as answering telephone, taking and delivering messages, setting up and maintaining files, entering data into the computer, preparing routine correspondence, nametag preparation and seating charts
- Assists at Council Events
- Manages Council office supplies
- Other duties as assigned

EDUCATION AND EXPERINCE

- Bachelor's Degree
- Good oral and written communication skills
- High level of proficiency in MS Office, Excel and data base management

Competitive salary package includes employee healthcare, annual bonus potential, mileage reimbursement and is commensurate with experience.

Please submit a cover letter and resume to Trina Medarev, Executive Director & CEO
trina@worldaffairsCounciljax.org