



Full Time Position

Job Title: Executive Assistant

EcoPeace Middle East is a unique trilateral environmental organization. Our primary objective is the promotion of cooperative efforts to protect our shared environmental heritage. In so doing, we seek to advance both sustainable regional development and the creation of necessary conditions for lasting peace in our region.

ROLE SUMMARY AND KEY RESPONSIBILITIES:

To support the Jordanian Director of EcoPeace Middle East in her work, specifically in nurturing relations with people of interest and daily management of meetings and correspondence.

MAIN TASKS AND ACTIVITIES:

- Supporting VIP/ donor relations and networking
- Acting as a first point of contact for the Director: screening correspondence and phone calls, determining and implementing actions required and, where appropriate, replying on behalf of the Director
- Calendar management: scheduling meetings in Jordan and abroad, planning trips abroad including travel logistics
- Preparing and following up on meetings (briefings, agendas, presentations and materials)
- Coordinating board and staff meetings
- Undertaking preparatory duties for conferences and events
- Taking meeting minutes and preparing letters as requested
- Managing CRM/ contacts databases, Media and Social Media

EcoPeace Middle East Environmental – Jordan
Non-Profit Company

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Amman 11181 Jordan
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Fax: +962-6-5866604

Email: info@ecopeaceme.org

Website: www.ecopeaceme.org

*NGO in special consultative status with the Economic and Social Council (ECOSOC) of the United Nations

QUALIFICATIONS AND SKILLS REQUIRED

- Experience in a similar or related position.
- Polished communications skills – both verbal and written in both English and Arabic
- Multitasking and organizational skills, ability to plan, prioritize and execute tasks professionally
- Able to assess what needs to be done and deliver independently
- Excellent interpersonal skills, tact and diplomacy
- Willingness to work unconventional hours and be available for travel

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