**Job title:** Executive Assistant.

**Reports to:** Regional Programs Director.

**Location:** Amman, EcoPeace Middle East offices, with frequent working on weekends and overnight excursions in Jordan and abroad.

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**Background**

Ecopeace Middle East is a trilateral environmental organization that aims to promote cooperative efforts to protect the shared environmental heritage of the region. The organization strives to advance sustainable regional development and create necessary conditions for lasting peace in the area.

**Job Purpose:**

EcoPeace Middle East is seeking an experienced Executive Assistant to join our team in Amman. The successful candidate will be responsible for supporting the Regional Programs Director (50%), the Government Relations & Advocacy Manager (25%) and the Investment & Business Development Manager (25%) in their work, specifically in nurturing relations with people of interest and daily management of meetings and correspondence.

**MAIN TASKS AND RESPONSIBILITIES:**

- Supporting the Regional Program Director relations and networking.
- Supporting the Government Relations & Advocacy Manager relations and networking.
- Supporting the Investment & Business Development Manager relations and networking.
- Acting as a first point of contact for the Regional Program Director, the Government Relations & Advocacy Manager and the Investment & Business Development Manager: screening correspondence and phone calls, determining and implementing actions required and, where appropriate, replying on behalf of the three managers.
- 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 meetings
- Undertaking preparatory duties for conferences and events
- Taking meeting minutes and preparing letters as requested
- Managing contacts databases.
QUALIFICATIONS AND SKILLS REQUIRED:

- University degree in any relevant field.
- Experience in a similar or related position.
- Polished communications skills – both verbal and written in 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.

Salary:
According to EcoPeace’s salary scale and terms and conditions.

Application:
Interested applicants shall submit their CV’s and cover letters to Ms. Raw’a Afam Azoq rawa@ecopeaceme.org

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