



Women Win Administrative Support Specialist

About Women Win

Women Win is a leading global organisation focused on harnessing a rights-based building block approach to gender equity through sport and economic empowerment. With a global team based largely in Amsterdam, The Netherlands, Women Win collaborates with diverse partners to increase assets, access, voice, and agency for women and girls around the world.

Founded in 2007 with a mission to advance the playing field that empowers adolescent girls and young women through sport and play, Women Win has reached more than 4 million girls and women in over 100 countries. We work globally to 'advance the playing field' that empowers girls through sport and play. Women Win re-grants funds to a large number of local groups and implementing partners; provides technical support to a wide range of programmes globally; promotes sport as a strategy to empower girls and women; and influences other actors to take up this strategy.

In 2018, Women Win merged with Win-Win Strategies (WWS), a non-profit organisation whose mission is to connect the power of business with the deep assets of women's funds and organisations to empower women globally. Driven by the vision of a future where every woman and girl can exercise her rights and experience full economic empowerment, WWS harnesses a holistic building block approach to women's and girls' economic empowerment – one which addresses underlying structural barriers that they face in striving to become full participants in their economies and societies.

Our Strategy

Women Win delivers on its vision and programmatic missions through two strategic pillars: *Influence* and *Implement*. The Implement team puts women and girl-centred design at the heart of its programmes, creates innovative products and services, and works with a network of implementing partners to deliver and measure impact. The Influence team engages diverse stakeholders in dialogue to make the case for impactful new strategies, while building bridges across sectors and raising funds for innovative initiatives.

Aiming to become an agile organisation, Women Win has recently implemented a more team-based approach that focuses on strategic priorities and considers aligned and cohesive Work Streams that collectively manage and deliver on clusters of grants. Also, Special Projects teams have been created to deliver on key strategic priorities that support innovation, enable organisation growth and ensure excellence.

Role

Women Win is looking for a full-time, professional and energetic Operations/Human Resource Support Specialist to organise and coordinate administrative duties at Women Win. S/he is part of the Operations team and reports to Women Win's Chief Operating Officer. This is an exciting full time role for an entry level candidate with significant opportunities for growth and development. S/he will need to be extremely professional, flexible and enjoy the administrative challenges of supporting an organisation of diverse individuals and needs.



Core Accountabilities

OPERATIONS (40%)

- Oversee facility management
- Performs diversified clerical and administrative activities
- Responsible for being the first point of contact for all internal and external inquiries
- Manage designated email aliases and mailboxes such as info, jobs, donations
- Manage mail distribution, shipping, PO box, package receipt
- Manage general business correspondence/relationship with key vendors
- Support staff and key stakeholders in travel requests and logistics
- Plan in-house or off-site activities, such as guest lunches, celebrations and holiday events
- Manage access key inventory and app management to building and offices
- Assist & support in the preparation of recurring board meetings

HUMAN RESOURCES (35%)

- Provide administrative support to the head of HR
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- Help in payroll management, preparation and payment
- Maintain schedule and coordinate calendar activities
- Assist staff in posting job ads on careers pages and processing received resumes
- Help organize and manage new employee orientation, on-boarding, and training programs

FINANCE (10%)

- Process and record weekly payment disbursements
- Annual audit support
- Company credit card management
- Expense management for executive team

TECHNOLOGY (10%)

- First point of contact for technical support
- Computer and home office management



- Organises and provides support for team meetings, including scheduling, preparing meeting agenda, recording, taking notes and providing follow up on action items

MISCELLANEOUS (5%)

- Research and data support on a wide range of organisational topics
- Administrative support to the executive team

Experience and Skills Requirements

Knowledge and Experience:

- 2+ years of work experience in a relevant field; operations, HR, administrative support;
- Keen awareness of issues related to global development, women's rights, and/or sport for development;
- Involvement in other community-based activities, groups or non-profit organisations an advantage.

Skills:

- Excellent listening, written and communication skills, with sensitivity to cultural communication differences and the ability to communicate directly and effectively with others;
- Professional and friendly demeanor in dealing with internal and external guests. Excellent interpersonal skills;
- Ability to act with personal, professional, and behavioral integrity. Able to maintain high level of confidentiality and discretion in handling sensitive information,
- Excellent computer and administrative skills, including proficiency with Microsoft Office, online applications and Internet research,
- Respond effectively and in a timely manner to inquiries. Resourcefulness and troubleshooting skills, with the ability to identify problems and provide solutions. Strong verbal communications,
- Strong organizational skills, and clerical skills. Must be able to prioritize departmental functions to meet due dates and deadlines. Ability to multi-task, be organized and self-motivated. Detail oriented,
- A high level of self-motivation and ease at taking initiative and working independently and as part of a virtual team.

Location. Based in Amsterdam

Language ability. English & Dutch fluency essential. Other languages are highly desirable (Priorities: Spanish, French, Arabic)

Women Win Core Competencies

All members of the Women Win team are expected to possess the following core competencies at self, team and organisational levels that enable them to perform in our fast-paced and constantly shifting work environment:

1. **Self.** Demonstrate passion for mission, strive for continuous growth and development, be goal-oriented, contribute special expertise, manage complexity, take action with integrity and fail forward
2. **Team.** Prioritise teamwork, champion diversity, foster talent, embrace change, communicate effectively across sectors, understand cross-cultural cues, lead and influence others
3. **Organisation.** Think globally, see opportunities, create the future, focus on outcomes and deliver results, foster partner and investor commitment to Women Win



Offer / Compensation

Women Win offers an initial 6-month contract with the potential for extension and a salary that is commensurate with experience and education, according to market standards. This position is full-time (32-40 hours per week).

To Apply

Hiring for the Administration Support Specialist position is open immediately and the position will be filled as soon as the right candidate is identified. Interested candidates are encouraged to apply as soon as possible, no later than 19 November 2021.

Please submit the following to jobs@womenwin.org with “Administration Support Specialist” in the subject line:

- Motivation letter in English outlining how your skills and experience make you the best candidate for this position and why you’d like to join our team.
- Please also indicate when you would be available to start at Women Win in your motivation letter.
- English resume/CV

Notes

- Women Win cannot procure a working permit for prospective candidates.
- Women Win will be unable to provide individual feedback to applicants who are not short-listed.

Women Win is proud to be an equal opportunity employer of all qualified individuals. We are committed to creating a diverse and welcoming workplace that includes people with diverse backgrounds and experiences. We encourage everyone to apply, regardless of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. When we collect your personal information as part of a job application or offer of employment, we do so in accordance with industry standards and best practices and in compliance with applicable privacy laws. Women Win is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at hr@womenwin.org.

