



Job Announcement Administrative Assistant

About DPLF: The Due Process of Law Foundation, a nonprofit, nongovernmental organization based in Washington, DC, is a regional organization comprised of a multi-national group of professionals. Its mandate is to promote human rights and the rule of law in Latin America through analysis and recommendations, cooperation with public and private organizations and institutions, the sharing of experiences, and advocacy. Our vision is a Latin America in which civil society, using national and international legal instruments, participates fully in the consolidation of the rule of law and respect for human rights, and in which judicial institutions are independent, transparent, accessible, and able to fulfill their role in strengthening democracy.

Job Description

The Administrative Assistant, under the direct supervision of the Director of Institutional Development and Finance, extends administrative, financial and communications support to ensure a smooth day-to-day operation in a small, fast-paced, nonprofit organization.

Program Support 30%

- Assist Programs Manager with project-related tasks including arrangements for travel, meetings and scheduling.
- Support the Communications Officer in managing DPLF's social media accounts, website maintenance, database contacts, and production and dissemination of publications.

Financial 30%

- Assist Programs Manager with data entry into the organization's QuickBooks accounting program.
- Assist the Programs Manager with program staff expense sheets, credit card statements, bill payment, receipts, invoices, and petty cash.
- Maintain vendor files and process related invoices.
- Assist the Director of Finance, DPLF bookkeeper, and Programs Manager to prepare for project and institutional audits.
- Assist Director of Finance as needed.

Administrative 40%

- Cover main phone line and front desk.
- Maintain supply inventory and interaction with vendors.
- Facilities management, and all interaction with building management office.
- Serve as contact for information technology and technical support providers to ensure efficient functioning of the organization's computers, network, and telecommunications infrastructure.



- Supports Executive Director in tasks pertaining to her meetings, travel, and other requests as needed.
- Assists with additional general office administrative duties as necessary.

QUALIFICATIONS:

- Fluency in written and spoken Spanish and English.
- Proven interest in Latin America and human rights issues.
- Prior experience in communications, financial and/or administrative side of non-profit operations highly desirable.
- University degree in related area.
- Strong team orientation, willingness to help, ability to take initiative and follow-through.
- Ability to handle multiple tasks and prioritize work responsibly with minimal supervision.
- Demonstrated excellent attention to detail and ability to follow through to closure required.
- Strong computer skills including Word, Excel, Facebook and Twitter. Experience with Drupal and/or QuickBooks for non-profit preferred.
- Computer maintenance and IT trouble-shooting skills a plus.
- Must be dependable, a good team player and able to work independently.
- Demonstrated ability to work productively within a multi-cultural team environment.
- Demonstrated ability to think proactively and anticipate institutional/program needs.

SALARY: Commensurate with experience. Full benefits package.

TO APPLY: Please send cover letter and resume by May 21, 2017 to the attention of:
Laura Park, Director of Institutional Development and Finance at info@dplf.org (Subject line:
Administrative Assistant Application).