



• Carmelite Sisters of Charity-Vedruna • Congregation of Bon Secours of Paris • Congregation of Mary • Congregation of Notre Dame of Montreal • Congregation of Our Lady of Sion • Congregation of Sisters of St. Agnes • Congregation of St. Brigid • Daughters of Wisdom • Handmaids of the Sacred Heart of Jesus • Holy Union Sisters • Missionary Sisters of the Sacred Heart • Religious of Jesus and Mary • Religious Sisters of Charity (Ireland and Australia) • Sisters of Notre Dame • Sisters of Providence • Sisters of St. Anne • Sisters of the Divine Savior • Sisters of the Holy Names of Jesus & Mary • Society of the Holy Child Jesus • Soeurs de l'Assomption de la Sainte Vierge • Ursuline Charism Group • Ursuline Sisters of Mount St. Joseph •

Acting for Women and Children, Migrants and Refugees, and The Environment

Founded in 2002, UNANIMA International brings the feminine spirit to the United Nations. Our name merges three concepts: Anima: a feminine life principle of healing, caring, and nurturing; UN, as we do our work at the United Nations; and we are unanimous, working together with one mind, heart and spirit.

Job Description/Contract: Executive Assistant & Assistant United Nations Representative

Accountability

In this position, the Executive Assistant answers directly to the Executive Director.

Location & Hours

This position is permanent full-time upon the successful completion of a 6-month probation, working with/in the office based in New York City, NY, USA, when possible. This employee will operate on five, eight-hour days a week, under salary. The organization typically operates during normal business hours (9am-5pm, Monday-Friday) with some exceptions as directed by the Executive Director. The position may be terminated by either party at will (with two weeks' notice if possible).

Salary

An annual salary will be \$50,000, to be paid on a monthly basis for the duration of the contract at the end of each month.

Benefits

- Hours of work are 8 hours a day with up to an hour for lunch and/or breaks as desired. Occasional exceptions can be negotiated.
- Two weeks paid vacation (10 eight-hour workdays)
- This position does not offer health or retirement benefits
- Three days of paid sick leave (if more are needed this can be negotiated)

UNANIMA International – an NGO in special consultative status with United Nations ECOSOC & affiliation with UN DPI

• 757 Third Avenue, 21st Floor • New York, NY 10017 • phone+16462905120 •
• info@unanima-international.org • www.unanima-international.org •

- Paid holidays that include the following:
 - Two days at Thanksgiving
 - Two days at Christmas
 - Two days at New Years
 - One each for July 4th, Memorial Day (last month in May), and Labor Day. Others are determined by the Executive Director

Qualifications

- Ability to articulate and implement the vision and purpose of UNANIMA International
- Experience with collaborative projects
- Experience / familiarity with faith-based justice work
- Understanding of the UN's 2030 Agenda for Sustainable Development
- Familiarity with the UN System and how NGOs operate within it
- Flexibility / capacity to work from a variety of places
- Experience with Microsoft Office Suite, Google Suite, Zoom, QuickBooks, Canva, MailChimp, and WordPress an advantage
- Experience with Facebook, Instagram and Twitter social media platforms an advantage
- Fluency in English (speaking, listening, reading, and writing); competence in Spanish, French, and/or Portuguese an advantage

Responsibilities

- Reporting to and working with the Executive Director
- Writing and distributing e-mails, reports, correspondence memos, letters, and forms
- Maintaining UNANIMA International's membership and accreditation with various United Nations and other agencies and organizations
- Editing/formatting and updating organizational documents, policies and other materials
- Assisting in the preparation of regularly scheduled reports and liaising with the Board, membership, UN Department of Public Information, and UN Economic and Social Council, and UNANIMA International Current and Potential Partners
- Writing articles for, formatting, distributing, and posting the *UNANIMA International News from the UN and Around the World* newsletter, website and other publications
- Overseeing, updating and contributing to maintaining the website, Facebook page, other social media accounts
- Overseeing and helping to manage basic accounting functions (e.g., overseeing distribution of invoices to UNANIMA's member congregations, facilitating payment of invoices to vendors and partners, recording organization expenses and income in

QuickBooks, maintaining petty cash log, depositing checks received, liaising with the Accountant regarding annual financial review and filing of taxes, generating income and expense reports for annual budget development)

- Helping with intern orientation and support
- Attending, taking minutes, and providing technical and planning support at Board meetings
- Assisting in preparing and documenting grant applications
- Attending and actively contributing to UN meetings and NGO committees on behalf of UNANIMA International as assigned
- Following topics of UNANIMA and personal interest
- Researching topics in various study areas as assigned
- Accomplishing other tasks as assigned by the Executive Director

When applying for the aforementioned position please attach your CV, a cover letter and address the following selection questions in no more than two pages.

1. Professional and/or personal contribution to social development and social justice through advocacy;
2. Proven ability in quality collaborative/stakeholder partnership facilitation and management in a member, colleague, government and other context;
3. Demonstrated highly developed verbal and written communication, including experience writing clear, concise and objective email, reports, letters and other correspondences;
4. Highly developed interpersonal skills including assessment, networking, negotiation, liaison, motivational and advocacy skills with and on behalf of vulnerable peoples, specifically women and children with a lived experience of UNANIMA International's foci;
5. Skills in a variety of social media, online engagement, administrative and financial programs specifically those mentioned in the position description;
6. Proven ability to work under direction, in groups and in a supervision roles

Please send all applications to director@unanima-international.org with info@unanima-international.org cc'd in. Please note short listed applicants may be contacted prior to the application's closing date.

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