



Part-time Consultant Position: Foundation Administrative/Program Assistant

Time period: Immediate - December 2022 (with possible extension)

Approximate time per month: 6-8 days per month

Location: Remote (flexible hours, within US time zone +/- 1 hour)

Rate: USD \$300/day

Project: Administrative and program assistance for small staff of a virtual, global family foundation

Date posted: April 14, 2022

The [Robert H.N. Ho Family Foundation](#) seeks an administrative assistant to support a variety of programs and projects of the Foundation's small, globally distributed group of staff and consultants. Inspired and informed by interconnectedness, the Foundation supports programs in arts and culture and Buddhism, and funds initiatives that enhance the wellbeing of humanity and the environment.

Ongoing Responsibilities:

- ❖ Facilitate communication and workflow among global team members of a virtual foundation;
- ❖ Assist with logistics and support for board meetings, retreats and other Foundation gatherings, take minutes when needed;
- ❖ Help with complex scheduling and calendaring for people spread across the globe; use Zoom, Doodle and other communications and scheduling tools – and troubleshoot when technical difficulties arise;
- ❖ Assist with travel arrangements and associated tasks;
- ❖ Write and send email and/or other communications to various individuals and groups, as requested by program officers;
- ❖ Support the development of final internal and external deliverables.

Required Skills, Experience, Aptitudes:

- 3-5 years minimum of administrative and logistical experience;
- Service-oriented with good judgment and ability to problem-solve independently; able to facilitate virtual work processes and learn quickly how best to support each team member;
- Aptitude and experience using different technology platforms for both Mac and PC (e.g. Zoom, Egynte, Google products, various calendar systems, PowerPoint, Excel, etc.);

- Understands the appropriate level of internal and external communication and information flow to be effective and efficient; helps oversee filing systems, interfaces with the Foundation's back-office support team on some tasks, such as website updates and maintenance or design of internal and external materials;
- Strong writing skills and ability to write clearly for a variety of audiences, with exceptional attention to detail in process, relationships and content;
- A self-starter with a "can-do" attitude; ability to work independently and manage timelines without being micromanaged; enjoys independent problem-solving and troubleshooting to resolve challenges;
- Process-oriented and able to work across global time zones and respond efficiently; proactive -- able to anticipate and avoid challenges and come up with solutions when problems arise.

To Apply:

Please submit a short cover letter addressed to Sarah Hudson-Plush, together with a resume and your earliest availability to start to recruitment@rhfamilyfoundationglobal.org. Applications will be accepted until the position is filled. Please provide 2 to 3 references of people who are familiar with your work in similar role