



Associate - Administration and Management - Position Summary

This position provides administrative and some technical support to ILI to help coordinate a range of financial, operational, and communications functions ultimately under the supervision of the Executive Director. The role will be full-time at ILI's Headquarters office in Washington DC.

The Associate - Administration and Management - is the key link between ILI participants and visitors, the efficiency of the office, and support to the staff. They will provide administrative support to ILI courses and training programs, handle some basic bookkeeping functions, oversee significant office logistics, and assist the Executive Director in leading the organization.

Roles and Responsibilities:

Operational: The Associate will be responsible for a wide variety of administrative functions and for effective administration of the corporate office. With deep attention to detail and the need to balance a number of ongoing tasks, they will develop strong partnerships with staff, course instructors, course participants, interns and others to ensure the efficient and effective functioning of ILI operations. They will maintain a smooth operating environment by responding to employee facility requests, coordinating and monitoring accommodations and local travel for course participants, ensuring teaching facilities and materials are prepared as needed, and monitoring office supply stocks; processing consultant paperwork; handling logistics for meetings (reserving rooms and technology resources, preparing agendas, taking and distributing notes); providing administrative and logistical support for internal and external events as needed; and other duties as required.

Financial: Auditing staff expense reports for accuracy; Processing payment requests for procurements (consultants, purchase orders, etc.); compiling financial data for quarterly finance reviews, processing Development Innovations cost adjustments; and other duties as required.

Communications: Drafting and editing fact sheets, reports and power point presentations; updating and maintaining sections of ILI's website.

Requirements

- Minimum undergraduate degree in a relevant field.
- Must be able to work well and engage effectively with colleagues, visitors, faculty, and government and international institutions. Given the broad range of backgrounds, professions and cultures visiting ILI, a thorough comfort and confidence in working with a diverse staff and clientele is critical.
- Advanced Writing Skills; Attention to Detail; Cultural Sensitivity; Ability to communicate effectively; Self Motivated; Ability to meet deadlines; Highly Organized.



Preferred:

- International Experience
- Interest in international development
- Experience working in the administration of a Nonprofit enterprise.
- Experience with workshop and other professional event planning.
- Proficiency with Microsoft Office 365 (particularly Outlook, Excel, Word and Powerpoint).
- Understanding of Wordpress desirable.

ILI is an equal opportunity employer and does not discriminate in its hiring or employment practices.