World YWCA Executive Office & Operations Associate
Maternity Leave Cover (April to August 2022) – 80%

The World YWCA is seeking a proactive and hands-on professional to join the World YWCA Team in Geneva working 80% from April to August 2022 to take on the duties of the World YWCA Executive Office & Operations Associate during a maternity leave.

The World YWCA Executive Office & Operations Associate provides executive administrative services and support to the General Secretary (head of the organization) in planning and coordination to ensure a high functioning executive office, as well as supporting the operations of the World Office (international secretariat of the World YWCA, based in Geneva). The job includes relationship management with different stakeholders, and tasks and projects to support the World YWCA office in Geneva.

The executive office is in continuous contact with all World YWCA team members and regular contact is maintained with the World YWCA President, Board members, member association leaders and other internal stakeholders. Additionally, contact is maintained with external stakeholders, such as United Nations agencies and missions, ecumenical agencies, youth organizations and other civil society partners.

The position requires: an understanding of organizational relationships; the ability to quickly adapt, take initiative, to anticipate and to plan ahead; the ability to observe protocol, diplomacy, discretion and confidentiality; and, to adhere to time schedules and to maintain a constant overview of pending matters. The position holder must furthermore be able to prioritize their work, communicate effectively both orally and in writing and discharge their work under pressure and time constraints. The post requires a high degree of confidentiality.

The person that takes on this assignment should have organizational and systems skills, be highly motivated, and able to work as well independently as with small and large teams. The temp position requires an individual that has excellent interpersonal relationship skills, is detail-oriented but can see the big picture or plan, and can continually prioritize and manage multiple processes that are happening in parallel.

Location: World YWCA Office in Geneva, Switzerland

Duration of contract: maternity leave cover – approx. Friday April 1st, 2022 to Friday August 19th, 2022

Closing date for applications: Thursday Feb 24, 2022, 11:59PM CET

Type of contract: Fixed term contract at 80% occupation rate - the 80% is intended to be counted against a 40-hour week with flexibility to agree with selected candidate in regards to the way that 80% will be delivered (working less hours on specific days, working 4 days out of 5, or other alternatives).

Reference: YWCA-E0 and OPS Mat Leave Cover

Specific requirement: Only open to applicants who have the right to work in Geneva, Switzerland and hold residence in neighboring France, Geneva or Vaud cantons with ability to commute to office location in Grand-Saconnex.

Website Link: http://www.worldywca.org/
Gross monthly salary bracket (80% occupation already taken into account): 4'250-4'850 CHF (inclusive of all paid benefits) (For info: 100% equivalent bracket is 5’312.5 – 6’062.5 CHF)

About World YWCA
The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world’s oldest women’s movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

The World YWCA mobilizes and connects millions of young women around transformational change, provides leadership opportunities in more than 100 countries around the world. It also actively works to influence policies, regulations and social and community norms which prevent the realisation of rights and leadership potential of women.

The World YWCA has three strategic priorities:
- Management and governance excellence towards Goal 2035
- Strategic partnerships and communication towards Goal 2035
- Engagement and mobilisation of girls, young women and women towards Goal 2035.

The World YWCA Office is the international secretariat of the World YWCA. It has a team of 11 people based in Geneva and 5 roles based abroad, working remotely full time. The team works across the world with YWCA leaders and associations as well as with partners, supporters, suppliers and other external parties. It is a dynamic and fast-paced legacy organization with a culture based on mutual accountability, solidarity and collective contribution to the mission and work of the World YWCA.

Duties and Responsibilities:

Coordination and Relationship Management
- Coordinate the General Secretary’s schedule, including making travel and visa arrangements and compile the necessary background information, materials and schedule of events in consultation with different departments.
- Ensure smooth follow up of Executive Office’s incoming correspondence and documentation.
- Support the schedules of the senior team members or Board members at times, including making travel and visa arrangements and compile the necessary background information, materials and schedule of events in consultation with different team members.
- Coordinate timely follow up from meetings attended by the General Secretary, ensuring contacts are recorded on the database and letters of appreciation are sent as warranted.
- Coordinate timely response to external invitations and requests to the General Secretary
- Receive visitors at the World Office ensuring appropriate preparation and hosting by the World Office team.

Governance Support
• Coordinate the schedules and logistics for virtual or in-person World YWCA Board meetings, including visas and travel arrangements.
• Provide information and administrative support to the World Board and/or to governance processes in consultation with the General Secretary and other relevant team members.
• Support the documentation of the meetings of the Board such as minutes or any other special record.

Information and Documentation
• Provide word processing, PPT creation, copy editing, etc. as appropriate and requested.
• Manage and update relevant databases.
• Coordinate the schedule of internal meetings including regular monthly meetings involving the General Secretary, and keep records of all-staff and other meetings.
• Alert the General Secretary to matters requiring urgent action or her immediate attention; screen incoming information; analyse and interpret data bringing pertinent points and/or noteworthy trends to the attention of the General Secretary.

Operational Support
• Manage varied office and administrative functions in coordination and agreement with the relevant key team members.
• Coordinate office administrative functions (e.g. ordering office supplies, coordinating office maintenance, etc.)
• Serving as the first point of contact with identified information technology vendors for problem solving and maintenance, in coordination with relevant team members
• Tending to the World YWCA standard operating procedures.
• Fulfilling receptionist duties, as warranted.
• Provide administrative support to World YWCA team members, departments, or projects, as indicated by the General Secretary. This can include technical support/coordination of online or in-person events.

Skills, Knowledge and Experience:

Language Skills
• MUST: High level of English proficiency (reading, writing, verbal). Should be able to communicate in writing and verbally with ease, accuracy, diplomacy, friendliness and assertiveness.
• French proficiency (reading, writing, verbal) is needed to be able to communicate verbally and in writing with operational suppliers and coordinate some of the administrative tasks.

Professional Experience:
• Min. 3 years of professional experience or equivalent.
• Previous experience/held roles that could be best suited for the position include roles that encompass generalist administrative tasks, calendar management and senior executive support and require multi-tasking such as secretarial work, office management/coordination, executive or personal assistants, operational officers/associates, coordinators, etc.
• MUST: demonstrated experience that has granted the candidate transferable skills to be able to do quality minute-taking in English, coordinating international groups remotely (boards, task forces, executive teams etc.) and coordinating virtual meetings for these groups.
• **Bonus:** experience of supporting a CEO or Senior Executive in an international small organization (company or non-profit).
• **Bonus:** prior successful experience working for an organization on a temporary basis
• Experience in event (virtual and in-person) & travel coordination. Events and travels although limited might occur and require coordination during period of contract.
• **Bonus:** experience or knowledge of financial processes/accounting for small organizations.

**Information Technology Skills**
• Excellent command of Microsoft Office tools (Office, Outlook, Power Point, Excel) and experience in using them.
• Proficient in using Zoom for online meetings or if not Zoom, must confirm proficiency in other online meeting tool and demonstrate ability to adapt to Zoom use.
• **Bonus:** ability to use Adobe Pro or other office software tools.

**Personal characteristics:**
• Responsive and proactive – solution-oriented and action-driven
• Ability to exercise judgement towards prioritization and time management
• Capacity to follow through and follow up with diverse internal and external stakeholders
• Ability to navigate between offline and online work with colleagues that are working both in the office in Geneva and from home either in Switzerland or abroad.
• Ability to easily commute to the World YWCA Office in Grand-Saconnex, Geneva canton.
• Openness to work in a diverse international team whose work ethos is to be committed to the human rights of girls and women, enthusiastic about the mission of World YWCA.
• Keen to be a team player, working closely with others in agile, fast paced environment and demonstrate impact with ability to work under tight time constraints and meet deadlines
• Open to participate fully in the work of an agile, small diverse team in resource limited setting even if only for the short time period of the temporary contract.

**How to Apply:**
Applications must be addressed to World YWCA via email to [hresources@worldywca.org](mailto:hresources@worldywca.org) stating YWCA- EO and OPS MAT COVER /+your surname in the subject line. To apply for this role, attach:
• a CV in English
• a motivation letter (two pages maximum) that summarises how your profile aligns with the key requirements of this role. In the motivation letter or in the body of the application email, please make sure to include a short note confirming your Swiss work permit or Swiss nationality if the information is not included in your resume.
• work certificates
• contact of two references (can be included in your resume, cover letter or in the body of the application email)

**Last date for applying is Thursday February 24th, 2022, 11:59PM CET.**