



**Job Title:** Executive Assistant  
**Level:** Mid-Level  
**Location:** Washington, DC  
**Reporting to:** CEO, & Cofounder and Chief Marketing Officer & President

**About us:** WEConnect International, a member-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has, since 2009, provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. [www.WEConnectInternational.org](http://www.WEConnectInternational.org)

**Core Values and Culture:** As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff and stakeholders based on these core values, which help to define our culture, brand and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

**Job Overview:** WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual is mission-focused, strategic, collaborative, a strong team player, looks for ways of how to strengthen the team environment and support colleagues, creative, self-motivated, open to change, and process minded. The position also requires that the individual interact with different stakeholders including corporate members, international market leads, foundations and government officials, diverse suppliers, and women-owned businesses from around the world. Therefore, the individual should have strong communication skills and be able to adjust to the different requirements and cultural conditions of the diverse operating environments. The Executive Assistant must be a leader who is able to help others at WEConnect International deliver measurable, cost-effective results that make the vision a reality. The Executive Assistant is responsible for supporting the organization in meeting its operational goals and needs.

**Job Responsibilities:** Support the CEO and CMO in the smooth planning and management of travel, meetings, and other important engagements relating to the organization's mission. Support the COO to ensure the efficient and effective management of operations of WEConnectInternational in accordance with its mission and regulations.

## **1. Global Responsibilities**

- Support the CEO and CMO in global planning, travel, and meeting execution
- Arranges and coordinates organizational travel and meetings; booking transportation; arranging lodging and meeting accommodations for CEO and CMO
- Coordinates the overall itinerary and agenda for travel for the CEO and CMO by working closely with the Regional Directors and VP of Membership Development and with other members of the global team as necessary to ensure that all supporting documents, agendas, and briefs are prepared, organized, and collected
- Support the CMO, CEO, COO in coordinating and collecting information in support of the global team
- Support the COO in processes and procedures to support daily operations
- Research priority topics that support the organization's mission and operational goals
- Assists in building organization's capacity and knowledge by researching, collecting, and distributing information that contributes to the organization's mission and the global teams' development

## **2. Membership**

- Provide support in administrative tasks that support membership services and engagement
- Support the development and execution of meetings that relate to members

## **3. Sustainability**

- Support the CMO and CEO in coordinating materials and information that expand the organization's overall sustainability
- Develop research briefs which contribute to the organization's leadership on expanding women economic empowerment through global value chains

## **4. Effective Organizational Management and Development**

- Represents the CEO and the organization by welcoming visitors, assisting them with their needs and logistical requirements, reviewing and managing correspondence from outside stakeholders directed to the CEO or CMO; including answering questions and meeting requests directed to the CEO or CMO
- Enhances CEO's and WEConnect International's reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
- Participate in team calls to provide administrative support
- Manage and support administrative tasks as they pertain to general office management
- Support administrative needs of annual reviews and annual audits
- Support adherence of office policies and procedures
- Support administrative needs for ISO 9001 certification compliance and improvements
- Support administrative needs for outside relationships with outside vendors
- Support Human Resources with orientation of all new employees
- Manage facility and office management, maintenance and repair

## **5. Other**

Undertake any other duties which may from time to time be required; this job description is not intended to be either prescriptive or exhaustive but is issued as a general guideline to the main areas of responsibilities

**Key Qualifications:**

- Proven track record in managing travel logistics, scheduling, meeting management, client relationships, written communication skills, program management and strong organizational skills
- A 'self-starter' with excellent motivating skills, enthusiasm, vision and a willingness to think big and encourage the team to overcome challenges
- Empathy with women business owners
- Able to travel occasionally
- Patience and high communication skills to be able to address concerns and questions of various stakeholders and self-confident
- Experience of relationship management with multinational corporations
- Knowledge and experience with supply chain systems and processes is preferred
- Knowledge of how to plan, manage, and support meetings and events
- Knowledge of how to develop effective research briefs and papers
- Strong analytic skills and ability to gather information and research with little guidance
- Ability to develop and update reports and communicate achievements and challenges to key stakeholders
- Understanding of technology and its capabilities as it relates to business process improvements
- Excellent understanding of Excel
- Ability to work alone and as a part of a team
- Demonstrate effective research and data analytic skills
- Ability to develop short convincing research briefs
- Ability to set and meet targets independently and to manage and deliver projects to timelines set by the executive team
- Awareness of procurement practices nationally and internationally
- Sound judgment and good political skills and a flexible approach to work
- Fluency in English required and knowledge of other languages and work experience in other countries and cultures preferred
- Solid educational background – undergraduate degree preferred or an equivalent combination of skills and experience.

**How to Apply:** Include a resume and a cover letter that describe previous relevant experience. Can be submitted in Word or PDF to [jobs@WEConnectInternational.org](mailto:jobs@WEConnectInternational.org).

**Use Subject Line:** Executive Assistant \_ YOUR NAME

No phone calls, please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.