

Administrative SUPPORT for the JOAM JENESYS Soil Fertility Project

Reports To: The Project Manager and will work closely with all members of the project team. There will be regular contact with the JOAM Board.

Role Summary

Works closely with the Project lead, assist with preparing documents, reports, compiling records, scheduling meetings and organizing activities related to the project.

Responsibilities & Duties

- Assist with contacting partners and beneficiaries and with coordinating activities as required
- Maintain project team calendar, make appointments, organize meetings including compiling agendas, taking minutes when required
- Monitor and respond to email, WhatsApp and text messages on a continual basis
- Access files in Google and other shared drives and file copies for the project and for JOAM's records
- Create a secure filing system for project administration and maintain both digital and paper files
- Handle incoming telephone calls, responding to general and admin enquiries or forwarding specific queries onto appropriate team member(s)
- Create Zoom links and ensure all the relevant parties receive links and reminders. Keep a record of meetings that have been held by project team
- Contribute to Project working documents, report writing and preparation
- Write letters, and contribute to the creation of posters, flyers, social media posts, website edits etc as guided by project team
- Provide regular updates and check-ins on tasks and projects
- Contribute to weekly and ad hoc meetings
- Maintain contact lists – email addresses, telephone numbers etc
- Assist the Finance Coordinator with developing/maintaining Inventory and Asset management systems and liaising with suppliers as required

Requisite Qualifications, Experience, Skills and Qualities

- Minimum 4 years of experience working in an administrative capacity with strong information management and scheduling skills
- Certified Professional Secretary or Associate Diploma in Business Administration or Business Management or Tertiary level education
- Proficient in the use of Microsoft Office and Social Media channels like Facebook, WhatsApp and Instagram
- Writing skills for emailing co-workers, organisational partners/supporters and for creating documents for internal and external dissemination including reports
- Ability to build relationships with colleagues and project partners while interacting virtually
- Mature, calm, professional demeanour
- Comfortable working with WhatsApp and email as primary means of communication

- Exceptional written and spoken communication skills
- Able to work independently and efficiently
- Excellent time management skills
- Proactive trouble-shooter and collaborative problem solver

Work Environment

- The project team will work remotely. There is no office. Must own and operate a reliable computer with licence for MS Office Suite.
- Project activities will involve domestic travel across the island with the trainers. Must own and operate a reliable vehicle. Must be willing and available to travel islandwide.
- Interactions with some project partners, subcontractors and service providers will be handled virtually via Zoom meetings, WhatsApp, telephone calls and email. Must be willing to use personal telephone number for project activities.

Time Commitment

- This is a Part-time post. The project will require approximately 60 hours per month. The team may be required to work additional hours at various points during the project life cycle and so flexibility is required.

IDEAL Start Date

- As soon as possible