



Position: Special Assistant, Communications and Creative

Location: Washington, D.C. or New York, N.Y.

Status: Full Time, Permanent

Reports to: Communications Manager

Application Deadline: 8 June 2018

About Malala Fund: Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. We invest in developing country education leaders and frontline organisations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. We amplify girls’ voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

Position Summary: The Special Assistant, Communications and Creative provides administrative and operational support to Malala Fund’s Chief Communications and Creative Officer and Communications team. The Special Assistant is a key member of the Communications team, responsible for keeping the department running efficiently by managing workflow and coordinating internal calendars to ensure team members are aligned on key deliverables. The ideal candidate is a highly organised individual with great interpersonal skills and can thrive in a fast-paced, detail-oriented, creative environment.

I. Responsibilities & Tasks:

- Schedules, coordinates and takes notes at departmental meetings; follows-up with staff on deliverables
- Helps manage and update Chief Communications and Creative Officer’s running “punch list” of internal and external requests; ensures requests are addressed in a timely manner
- Works with Operations and Finance team to coordinate contracts and process invoices for external vendors
- Handles expense reports for the department, collecting and inputting receipts into database on a monthly basis
- Assists Communications Manager in managing press requests and media database maintenance; organises press clippings on a bi-weekly basis
- Coordinates preparation of briefing materials and talking points; ensures current documents are distributed to wider staff as necessary
- Maintains Malala Fund’s internal and external document library, including organising our Dropbox content and photo libraries
- Compiles monthly board updates from Communications team
- Coordinates travel and logistics for Communications team and girl delegates for high-level events
- Other administrative duties as assigned

II. Qualifications:

- At least 2-3 years of experience in administrative roles
- Strong service orientation and good judgment
- Ability to maintain high degree of confidentiality of sensitive organisational matters
- Highly organised and diligent
- Excellent spelling and proofreading skills
- Demonstrated interest in communications or outreach
- Ability to multitask and prioritise workload
- Ability to interact professionally at all internal/external levels
- Ability to work well under pressure

III. How to Apply:

Please send a cover letter and your resume to [hiring@malalafund.org](mailto: hiring@malalafund.org), indicating “Special Assistant, Communications and Creative” in the subject line of your email.

Please note that due to the very high number of applications we receive every time a position is posted, we are unfortunately only able to respond directly to candidates with whom we wish to move forward in the interview process.

Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.