



EXECUTIVE SUPPORT FACILITATOR

Deadline to apply: 20 January 2023

Urgent Action Fund for Women’s Human Rights, Asia and Pacific (UAF A&P) is a regional women’s human rights and feminist fund that protects, strengthens and sustains women and non-binary human rights defenders within the two regions at critical moments. We intervene quickly when human rights defenders are poised to make great gains or face serious threats to their lives and work, and support the resilience of HRDS via our Rapid Response Grant-making, Enabling Defenders, Shifting Narratives and Activating Philanthropy programmes.

UAF A&P is led by a co-leadership structure with two Co Leads who share responsibility and accountability, to embody and practice principles of feminist leadership. It currently has a team of 15 team members based in 6 countries.

In order for us to be successful in our work to strengthen and resource feminist movements, our internal systems and processes too need to run smoothly. We seek an Executive Support Facilitator to ensure this – an administrative genius to keep our virtual office in tip top form.

Position Overview

This position is ideal for people who love lists and tidy desks, find joy in organising and have mastered the art of super-efficiency. The Executive Support Facilitator primarily provides administrative and executive support to the Co Leads of UAF A&P. She/they will also oversee the day to day management of UAF A&P including – document management, calendar sanity, and administrative efficiency.

Job Responsibilities

Calendar Conqueror	<ul style="list-style-type: none"> ❖ Manage Co Leads appointment schedule and daily calendar ❖ Manage Co Leads travel schedules ❖ Find best ways to share and track Co Leads and team calendars across platforms and devices
Document Ninja	<ul style="list-style-type: none"> ❖ Manage organisational filing and folders ❖ Update best ways to store and manage organisational documents ❖ Ensure organisational filing of documents and processes is up to date
Administrative Aficionado	<ul style="list-style-type: none"> ❖ Manage Co Leads travel documents



	<p>including tickets, bills, and itineraries</p> <ul style="list-style-type: none">❖ Work with finance to manage travel documents and bills of team members❖ Maintain organisational information and carry out administrative processes with efficiency❖ Align administrative schedules with organisational processes
Event wizard	<ul style="list-style-type: none">❖ Form the tech crew of virtual events❖ Support administrative logistics of events

Core capacities and skills:

- Comfortable working across time zones
- Strong written and verbal communications
- Aptitude for new technology and softwares
- Work in alignment with the values of the organisation
- Work collaboratively, while balancing organisational and individual needs of stakeholders and time justice.
- Thrive on systems improvement and finding efficiencies.
- Work with attention to detail and sensitivity to confidential information.
- Interested in creating, developing, testing and implementing feminist processes

Work environment and compensation

This is a remote, part-time position. The Executive Support Facilitator will be supervised by and works closely with the Creative Facilitator. The contractor will be required to work a total of 48 hours every fortnight. The compensation for this position is US\$30,000 p.a. on a pro-rata basis, with benefits. This amounts to US\$18,000 p.a. or US\$692.31 per fortnight for 48 hours of work

Who is Eligible

This position is open to women and non-binary applicants from Asia or the Pacific. We encourage non-binary applicants, people with disabilities, and people from historically underrepresented communities to apply. We will prioritise applications from East Asia and the Pacific.

How to Apply

Upload the following documents on this link - <https://share.uafanp.org/s/HSJq336c8Dc4PgH>

1. Filled application form. [Application form can be downloaded here.](#)
2. Your updated CV