

Liaising with internal and external stakeholders you will use initiative, tact, judgment, confidentiality as well as strong interpersonal and organizational skills to support the Co-CEO and ultimately the broader objectives of the organization.

Job Type	Fulltime
Start Date	Immediate
Experience	At least five (5) years' relevant experience in administration and coordination roles.
Location	Nairobi based with occasional travel to Migori
Salary	Competitive

Apply if you

- can juggle many important responsibilities at once and you're rigorous about prioritizing.
- thrive on helping your colleagues stay on track and are an expert at proactively following up to get the job done
- know how to communicate effectively with leadership and your peers to help motivate, organize, and focus.

..... and you have:

- A bachelor's degree in business administration, international development or related fields,
- Master's degree is a plus.
- Superior written and oral communication skills in English, with exceptional attention to detail.
- Advanced project planning and management skills.
- Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness.
- Excellent judgment, strong organizational skills.
- Ability to work with sensitive and confidential information maintaining the highest level of confidentiality.
- Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness.
- Adobe PDF, Powerpoint, Word, Excel, and Google Suite
- Ethical discernment and ability to process sensitive information in a timely manner

What you will do

- Complete a broad variety of administrative tasks for the Co-CEO's office, including but not limited to managing an active calendar of appointments, completing expense reports, arranging detailed travel plans, events, retreats, itineraries, and agendas, as well as developing and editing presentations.
- Facilitate internal communication by serving as a conduit of information between the Co-CEO and individual staff members.
- Alongside U.S. Development Assistant, serve as a co-liaison to the Board on key executive matters, as delegated by the Co-CEOs.
- Support the Co-CEO in his work with staff members. Prepare agendas, track leadership meeting action points.
- Manage correspondence on behalf of Co-CEO when possible and appropriate.
- Maintain communication between Co-CEO and funding partners. Ensure he is well briefed prior to meetings, tracking and completing follow-up items.
- Develop forward-looking workflow. Ensure appropriate preparations are occurring for upcoming meetings.
- Initiate organizational projects and troubleshoot technical and organizational issues as needed
- Support the Co-CEO on all major and critical initiatives to the organization.
- Complete special projects and initiatives as assigned, research and prepare data and present recommendations, and monitor progress.

What we promise:

- Competitive salary and benefits
- Exposure to global collaborators and opportunities to grow
- Room to innovate and challenge systems
- A fun, inclusive, collaborative and fast-paced working environment

Next steps:

1. Send your application to: **recruitment@lwalacommunityalliance.org**
2. Round 1 virtual interview
3. Round 2 written assignment
4. Final in-person interview