

Executive Assistant

Monrovia· Liberia

OVERVIEW

The Ellen Johnson Sirleaf Presidential Center for Women and Development (EJS Center) is a nonprofit organization dedicated to advancing women's leadership across Africa. We are seeking a highly organized, proactive, and mission-driven Executive Assistant to provide high-level administrative and strategic support to the Executive Director (ED). This role requires excellent organizational skills, attention to detail, discretion, and a deep commitment to advancing gender equality. The ideal candidate will thrive in a fast-paced, dynamic environment and possess strong communication and problem-solving abilities.

Reports to: Executive Director

Employment Type: Full-time

Location: Liberia

RESPONSIBILITIES

- Provide comprehensive administrative support to the Executive Director, including managing calendars, scheduling meetings, and coordinating travel arrangements using digital calendar and scheduling tools such as Microsoft Outlook, Google Calendar, or similar platforms.
- Act as the primary point of contact for internal and external communications directed to the ED, including screening inquiries and drafting correspondence via email and messaging applications.
- Prepare briefing materials, reports, presentations, and meeting agendas efficiently utilizing tools like Microsoft Office, Google Workspace, or other digital applications
- Assist with board communications and logistics, including scheduling board meetings, taking minutes, and tracking follow-up actions.
- Support fundraising activities, including donor correspondence, proposal coordination, and event planning.
- Manage confidential and sensitive information with discretion and professionalism, ensuring secure handling both physically and digitally
- Coordinate special projects and initiatives as assigned by the ED.

- Support internal team coordination and communication, ensuring timely information flow across departments.
- Assist with research and analysis related to programs, partnerships, and policy priorities.
- Stay current with emerging digital tools that enhance productivity and organization, recommending new solutions to improve workflow.
- Represent the ED and organization with professionalism in meetings and external communications.

QUALIFICATIONS

- Business Administration, Communications, Nonprofit Management, or a related field preferred.
- Minimum 7 years of experience in an executive assistant, administrative assistant, or project management or similar supporting role; nonprofit sector experience strongly preferred.
- Strong commitment to women's rights, gender equality, and social justice.
- Excellent organizational, time management, and multitasking skills.
- Exceptional written and verbal communication abilities.
- Ability to handle confidential information with discretion and professionalism.
- Strong proficiency with digital tools and platforms, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and digital calendar management (Google Calendar, Outlook).
- Familiarity with virtual meeting platforms including Zoom, MS Teams, WebEx, or Google Meet.
- Self-starter with strong problem-solving abilities and attention to detail.
- Comfortable working independently and collaboratively in a remote or hybrid environment.

PREFERRED QUALIFICATIONS

- Experience supporting C-level executives, board relations, or fundraising initiatives.

- Familiarity with donor databases or CRM systems (e.g., Salesforce, Boomerang) or project management tools (e.g., Asana, Trello) is a plus.
- Cross-cultural competence and experience working with diverse teams and stakeholders.
- Demonstrated professionalism and interpersonal skills to interact effectively with board members, staff, partners, and external stakeholders.

HOW TO APPLY

The deadline for application for Executive Assistant position is **August 1, 2025**

Interested candidates should submit their resume and cover letter to <https://ejscenter.org/opportunities/>. Shortlisted candidates will be contacted for interviews.