

Volunteer Personal Assistant to President of Wafa Global Organization

At Water Air Food Awards (Wafa), we believe that addressing the world's most acute problems - Water, air and food security - starts with identifying exceptional pioneers in sustainable initiatives, that are innovative and proven to work. We share their stories across multiple platforms, aiming for global reach. We give them the visibility they deserve to inspire change and gather support to scale and replicate their solutions.

Wafa's goal is to become a mainstream platform that mobilizes the global public. Together, we bring to light the good deeds in the world and spread a genuine message of hope.

We count on our volunteers to make that happen.

We are looking for a **Personal Assistant** to the President of Wafa, whose role will be carrying out various administrative support activities and being the first point of contact for people both from inside and outside the organization. You will be organizing meetings and travel issues, as well as participating in and arranging events.

This position requires an individual who embodies professionalism, with a clear and focused demeanor. The fast-paced work of the CEO requires that the PA be able to work under pressure on occasion. Projects with varying needs require good collaborative skills as well as the ability to work independently and follow-up. Meeting deadlines is critical to the role.

You must reside in the greater Copenhagen area, as most of your duties will be connected with local bodies.

You are a proactive, detail oriented, self-starter, able to work with confidential information and to multitask. You work well with others to achieve the overall goals of Wafa. You report directly to the President of Wafa.

Your main tasks and responsibilities:

- Communicate proactively and effectively
- Contact external bodies (e.g. potential partners, authorities, organizations, institutions) to arrange President's ongoing activities
- Realize operational activities, such as administrative support, office functioning, etc.
- Make travel and accommodation arrangements for the President and executive team members
- Organize meetings and coordinate calendars of CEO and other senior executives

- Organize and facilitate online conference calls/meetings for the Wafa staff worldwide and take notes for future reporting
- Handle telephone and email queries directed to the organization, providing updates to the President
- Be the contact person between the larger Wafa team and the President as necessary
- Follow up on corporate sponsorships and fundraising as directed
- Participate in producing presentations, reports and briefs
- Participate in creating activities for Wafa staff in Denmark and worldwide

Your education:

- University degree or higher

Your experience and skills

- Min 3 years of experience in working as an administrative assistant, preferably as an executive assistant
- Experience in running projects/presentations and reporting
- Experience in event organization is a plus
- Excellent written and oral communication, as well as interpersonal skills
- Excellent organizational and time management skills
- Ability to work with confidential documentation and information
- Ability to work independently, to make quick decisions and to meet deadlines
- Skills at problem-solving
- Strong sense of responsibility as well as flexibility
- Strong attention to details
- Ability to multitask and prioritize daily workload
- Quick, accurate and creative
- **Written and speaking skills in Danish and English required**
- Computer knowledge: advanced user of MS Office
- Fundraising experience is a plus

You will be working remotely and require access to a computer with fast internet connection. Regular Skype meetings with the Wafa area managers are required.

What we offer?

At Wafa, we believe that addressing the world's most acute problems, like ending hunger, preserving clean air and bringing water to every human being, starts with acknowledging people, who develop solutions that are proven to work. We strive to identify exceptional pioneers in sustainability initiatives and share their stories across multiple platforms, aiming for global reach.

You will work in an international team of enthusiasts from all backgrounds. WAFWA is a great chance to work from home on something you enjoy and for a cause in which you believe. Therefore, you will have a flexible schedule built to your own convenience and coordinated with the needs of the President. We expect your commitment to be between 10 and 20 hours per week. At present, this position is strictly as an unpaid volunteer. As WAFWA grows and funding becomes available, this position may be considered for compensation.

How to apply?

You can apply with your CV and a short letter of motivation telling us why you want to join WAFWA by email to hr@wafaward.org with mail subject starting with "PA for President".

We would like our new **Personal Assistant** to start as soon as possible, therefore we are recruiting on an ongoing basis and have no deadline for applications. You can expect a response from HR Department, within a week of submission.

If you would like to know more about WAFWA or have further questions, visit our website and get in touch <http://wafaward.org/>. We look forward to welcoming you on board!