



Program and Office Assistant

The Greenwall Foundation is seeking a motivated and organized Program and Office Assistant to join its small, dynamic staff in Washington, DC.

About the Foundation

The Greenwall Foundation is committed to making bioethics integral to decisions in healthcare, policy, and research. It focuses on funding bold, cutting-edge bioethics projects with the goal to improve policy and practice. The Foundation further supports bioethics leaders to deliver thoughtful solutions to some of the world's most pressing challenges, such as current decision-making around who gets the COVID-19 vaccine first.

Primary Responsibilities

The Program and Office Assistant provides administrative support to the Foundation's core staff – primarily the President & CEO and Program Director – to ensure the Foundation's office and programs run smoothly. They will gain experience with all aspects of a nonprofit organization, interact with leading bioethics scholars, and act as an integral member of a mission-driven team. Responsibilities include:

- Serve as the first-line Foundation contact for grant applicants and grantees, members of the Foundation's Board, vendors, visitors, and others by phone, e-mail, and in person. Provide high-quality interactions, and clear and consistent communication internally and externally.
- Assist in scheduling and planning meetings and events, including coordinating arrangements for participants, handling venue communications and logistics, preparing timelines and agenda, and producing and disseminating materials.
- Maintain and manage records and data including the Foundation's SharePoint library, BoardEffect website, and grant database.
- Draft, format, and proofread correspondence, memos, minutes, and other materials; take notes at meetings.
- Assist the President & CEO with calendar, travel arrangements, and correspondence.
- Undertake additional special projects as assigned, which may include basic project management or research and analysis of data.
- Other administrative support duties as determined by the President & CEO.

Skills/Abilities

- Strong interpersonal and oral/written communication skills; a professional demeanor.
- Performs tasks with great attention to detail and is thorough. Checks and provides work that is accurate and complete.
- Able to track, manage, and meet deadlines for multiple tasks simultaneously.
- Meeting planning and organization.
- Knowledgeably uses Microsoft Office (including Word, Excel, Outlook, and PowerPoint), Adobe Acrobat, and other standard professional software.
- Proficiency with Zoom, including scheduling and managing meetings.
- Comfortable learning new software and technology platforms.
- Establishes and maintains positive working relationships.
- Flexible and able to adapt and learn quickly.

Resourcefulness, sound judgment and discretion, and excellent follow-through are also important for this position. Some travel is expected.

Education/Expertise

A college degree or equivalent experience is required. Full-time experience in an administrative or otherwise related position is preferred. Previous work with a foundation/nonprofit organization is a plus, as is an interest in bioethics.

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The Greenwall Foundation offers a generous full benefits package, which includes medical, dental, and vision insurance as well as a retirement plan and flexible vacation days. Salary is commensurate with experience.

Please send a cover letter, resume, and three references to hire@greenwall.org (subject line: "Program and Office Assistant") by March 28, 2021.

The Greenwall Foundation is an equal opportunity employer.