



Women's
Support
Center

Job Announcement: Executive Director Assistant

Job description

Providing administrative assistance to Executive Director

Job title

Executive Director Assistant

Employer

Women's Support Center NGO

Contract duration

Long-term

Working hours

Full-time/5 days per week

Deadline for submissions

April 5, 2018

Job description

- Monitoring of government, non-governmental and international organization sites for news, laws, hearings and other activities that pertain to the WSC activities, on gender and women's rights, domestic violence and discrimination laws, mother and child welfare
- Organize various activities for awareness-raising, PR, workshops, trainings, etc
- Report writing, preparation of proposals
- Prepare articles for e-media, Facebook, website
- Perform translations as necessary both written and oral
- Responsible of printed materials (such as brochures, booklets, etc.) and various ads. Work with printers and designer.
- Collects data on reported cases of DV in the media and other articles/TV shows related to gender based violence issue.
- Manage Database and provide comparative data analysis
- Assist Project Coordinator with book-keeping and filing

Required skills and knowledge

- Excellent knowledge of Armenian and English
- Excellent IT skills, advanced user of Microsoft Office
- Skills in working individually and in a team
- Knowledge on issues related to women's rights is an advantage
- Gender sensitivity
- Past experience in similar sphere is an advantage

Application procedure

Please send us your CV along with a motivation letter to wsc.armenia@gmail.com address. Please indicate the position you are applying for in the subject line of your letter.

The deadline for submissions is **April 5, 2018**. Late submissions will not be reviewed. Only shortlisted candidates will be contacted.