## Special Assistant

### Organisation Summary

The **Global Fund to End Modern Slavery** (GFEMS) is a bold public-private partnership to develop a $1.5 billion fund and execute a coherent, global strategy to eradicate modern slavery. GFEMS will make grants across sectors and geographies with a focus on three core programmatic pillars -- rule of law, business engagement, and sustaining freedom -- and innovative approaches to evaluating what works in reducing the prevalence of modern slavery.

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<tr>
<th>Reports to</th>
<th>CEO</th>
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<td>Location(s)</td>
<td>Washington, D.C. and Northern Virginia, with possibility of some travel (domestic and international)</td>
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<td>Start Date</td>
<td>ASAP</td>
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### Position Summary

The Special Assistant (SA) is a highly organized, effective, and articulate administrator, as well as a proactive problem-solver and multi-tasker. The SA will work mostly closely with the CEO, but also provide support across senior management from time to time. The SA will do whatever it takes to coordinate the daily workflow and priorities of the CEO and ensure overall functionality of the DC-based office, ultimately having significant impact by contributing to more efficient operations across the organization.

### Primary Responsibilities

- In close collaboration with senior management team, support the CEO’s workflow and priorities through strategic handling of incoming requests
- Provide general administrative support -- including but not limited to scheduling, correspondence, travel logistics, and basic tech support -- to CEO, as well as other members of senior management team
- Provide leverage in moving CEO-led deliverables forward by assisting with information gathering and communicating with stakeholders
- Facilitate communication on behalf of the CEO, including managing filing and tracking of hard copy documents and notes as necessary
- Coordinate CEO’s external engagements
- Support in the preparation for and follow-up from presentations, meetings, and other deliverables between CEO and high-priority stakeholders; attend meetings/calls as requested
- Assist in special projects, at the CEO’s discretion
- Coordinate and support the smooth functioning of DC office administration and operations
- Perform other duties and tasks, as requested

### People management

None

### Candidate qualifications

- Excellent communication, research, and organization skills
- Extraordinary attention to detail
- Ability to meet deadlines amidst competing and shifting priorities

www.gfems.org
## Application Instructions

Interested candidates who meet the qualifications above should email a cover letter and resume in a single PDF to [jobs@gfems.org](mailto:jobs@gfems.org). Cover letters should be in the form of a memo to the CEO making an evidence-based case for why the candidate should be hired for this role. Please title document [firstname lastname] - Special Assistant and use subject line Special Assistant. Note that applications will be reviewed on a rolling basis, so candidates are encouraged to apply ASAP.