

Friends Without A Border
Job Description
Administrative Associate

Date: January 4, 2010
Reports to: Chief Executive Officer
or Chief Operating Officer in the interim

Introduction

Friends Without A Border (Friends), based in New York City, is a not-for-profit organization founded in 1995 to build and support Angkor Hospital for Children (AHC) in Siem Reap, Cambodia. Friends currently has four major projects in Cambodia: AHC, Medical Education Center (MEC), Capacity Building and Health Education Program (CBHEP), The Friends Center (visitors center at AHC), and is the primary funding source for these programs.

Job Summary

We are seeking someone who is well-organized, able to juggle multiple tasks, and eager to learn about the history, programs and mission of our organization. Administrative Associate proactively supports the CEO, COO and Development Director, ensuring that the organization's major goals can be achieved.

The Administrative Associate process all donations, mail and correspondence, assigning that information to the appropriate person. The Administrative Associate is expected to have a keen attention to detail as well as the ability to see the big picture. The Administrative Associate needs to appreciate, and be sensitive to, cultural differences given ongoing communication with the organization's Cambodian staff and management. Ideally, the Associate has experience working in a non-profit office where resources are carefully managed.

Job Responsibilities

- Answer inbound calls to the office
- Handle daily outgoing mailings and occasional bulk mailings
- Organize hard-copy and electronic files
- Process online and check donations
- Manage and process membership donations and renewals
- Maintain donor database
- Generate weekly and ad-hoc donation reports
- Perform monthly reconciliation of bank and credit card accounts
- Upload income record to online accounting software

- Write clear, warm and personalized donation appeal letters and acknowledgement letters
- Help prepare PowerPoint presentations as required
- Handle variety of office tasks as required

Required Qualifications and Experience

- Bachelor's Degree
- Excellent communication skills, writing and telephone
- Office administration experience
- Attention to detail
- Proficient computer skills including Microsoft Word, Excel, PowerPoint
- Database management experience
- Good judgment and professional demeanor
- Strong organizational skills
- Adaptable (ability to work with diverse group of people in a frequently fast-paced environment)
- Ability to work independently and as part of small office team
- Comfortable working with numbers
- Web design experience a plus.

Benefits

Salary commensurate with experience. Health insurance, company matched retirement plan and 3-weeks vacation once on permanent staff.

Please email a resume along with a cover letter to **HR@fwab.org**.

*Friends Without A Border is a not-for-profit corporation under section 501(c)(3) of the U.S. Internal Revenue Code, and sponsors Angkor Hospital for Children, a leading pediatric hospital providing free healthcare to children in Cambodia. On average 350 children and their families arrive at the hospital daily. Since opening in 1999, AHC has provided over 750,000 child treatments, and has been recognized by the Ministry of Health as an official teaching hospital, having trained thousands of healthcare and NGO workers throughout Cambodia and beyond. View our video at http://www.fwab.org/org_background.php or on YouTube at <http://www.youtube.com/watch?v=X9WwSfWTAjs>.
www.fwab.org www.angkorhospital.org*