

Executive Assistant Job Description

The Christchurch Call Foundation exists to coordinate the Christchurch Call's work to eliminate terrorist and violent extremist content online.

The Christchurch Call is a key part of the response to the March 2019 attacks on the Christchurch mosques. The voluntary commitments in the Call are now being implemented by governments and online service providers, working within a multi-stakeholder community. The Call is now supported by 56 governments, 19 online service providers, 12 partner organisations, and an Advisory Network of around 50 civil society organisations and researchers.

The Christchurch Call Secretariat leads and coordinates the Foundation's work on implementation of the Christchurch Call to Eliminate Terrorist and Violent Extremist Content Online.

Role Purpose

The purpose of the Executive Assistant role is to provide proactive administrative support to the Secretariat and Trustees.

Key Accountabilities

Executive support

- Pro-actively and effectively manage the Chief Executive's diary, emails and correspondence
- Prepare and process documentation on behalf of the CE Plan and organise meetings (including minute taking).
- Support business planning processes (e.g. updating registers and plans, and monitoring progress).
- Manage essential elements of the day-to-day operations including co-ordinating the delivery of regular reports and correspondence.
- Administer financial and purchasing processes on behalf of the Chief Executive and monitoring expenditure against budget as required.
- Support the communications team to monitor correspondence, referring queries to the right people and drawing attention to important and urgent tasks.
- Build collaborative and positive relationships across the Secretariat and with external stakeholders.
- Maintain contact databases and disseminating information as required.
- Provide support to the Board Secretary as needed including uploading board papers, managing catering, booking rooms and transport for board members.

Administration

- Provide administrative support in a timely and accurate manner.
- Establish and maintain electronic and paper filing systems and procedures, and develop new systems as required.
- Manage classified documents, files and correspondence.
- Develop and maintain electronic and paper information and key contact databases, and make this information available as required.
- Arrange domestic and international meetings/teleconferences; scheduling meetings, booking rooms/call-in numbers, arranging meeting facilities, sending confirmations, preparing and distributing meeting materials.
- Make all domestic and overseas travel/visit programmes, flights and accommodation.
- Organise functions and handle administrative aspects of seminars and conferences (such as room bookings, catering requirements) in conjunction with others as required.
- Other administrative tasks as needed (e.g. inducting new staff and setting up technology for meetings).