



**International Corporate Accountability Roundtable,
A Project of Tides Center**

Job Title: Administrative Assistant

Applications Review: Rolling review, position is open until filled.

Start Date: As soon as possible

Location: Washington, DC.

To Apply: Please submit electronically, in English, in a single PDF document via email to apply@icar.ngo with the subject line **Administrative Associate – 2019:**

1. Cover letter
2. Resume

Other Special Considerations: The Administrative Associate is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ICAR is a project of the Tides Center and is an equal opportunity employer.

Organizational Summary:

The International Corporate Accountability Roundtable (ICAR) is a civil society organization established to ensure that human rights are respected and that those who transgress are held accountable. We work to build commonsense protections against corporate abuse, protect those who speak out against corporate abuse, and end the corporate state. ICAR challenges governments to engage and lead in the international arena, set conditions in the market, and ensure legal accountability and access to remedy.

Position Summary:

ICAR seeks a detail-oriented, self-starter to support our Washington, D.C. office and program team. The applicant should be a good problem solver, have a collaborative working style, excel at organization and management tasks, and communicate well with an internationally oriented staff and membership. The position requires some familiarity with and/or demonstrated interest in the field of business and human rights. The Administrative Associate reports to the Director of Operations.

Essential Duties and Responsibilities:

- Provide general office organization and operations support, including basic bookkeeping, invoice and reimbursement processing and tracking
- Organize, schedule, and calendar external meetings
- Assist with planning and coordinating meetings and events, including assisting with ICAR annual meeting planning, preparing meeting minutes, organizing travel arrangements, visa applications, and etc.
- Facilitate organizational and project event planning and logistics
- Ensure operation of office tech equipment and calling for repairs
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies
- Maintain comprehensive, accurate, and up-to-date files, records, and systems
- Maintain partnerships with external partners

Education and Experience:

- Highschool diploma or equivalent required
- 1-3 years of professional work experience
- Must be legally able to work in the United States
- Demonstrating problem solving skills, project management experience, critical thinking, and good judgement
- Demonstrate commitment to human rights and social justice, experience in business and human rights advocacy is a plus
- Experience working in coalition-based organizations preferred

Knowledge, Skills, and Abilities:

- Enthusiasm for the organization's mission
- Broad knowledge about human rights
- Demonstrated ability to work effectively with global and diverse staff, partners, and members
- Ability to juggle multiple tasks, prioritize, and consistently meet deadlines
- Highly motivated, self-starter, able to work in a team and independently
- Flexible and adaptable, able to make decisions that are informed and thoughtful, with minimal oversight
- Strong written and oral communications skills
- Computer skills: proficiency with Microsoft Office Suite, Google applications, and Dropbox
- Excellent interpersonal and leadership skills
- English proficiency required

Organizational Relationships:

- Daily interactions with ICAR employees and project partners
- Interactions with ICAR members and networks

Work Environment:

- Work from a dynamic and shared office space

- Laptop and printer provided
- Interactive and collaborative work environment

ICAR a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Salary and Benefits

- Salary commensurate with experience
- Health, Vision, Dental Plan Coverage
- Short term / Long Term Disability Coverage
- 403 (b) Safe Harbor Matching Benefits
- 15 Vacation Days; 20 days after first year of employment
- 10 paid holidays
- Paid Closure December 24 - January 1
- Professional Development opportunities