



ADVOCATES ABROAD

www.advocatesabroad.org | volunteer@advocatesabroad.org

Administrative Deputy Position Administrative & Managerial Team (Remote/Field)

The Administrative & Managerial Team plays a vital role supporting and maintaining the internal structure of Advocates Abroad. This team work directly with senior management and Directors to ensure effective and timely aid for asylum seekers and refugees.

POSITION DURATION:

The recommended commitment is 15 hours per week for a minimum commitment for six months, with option to extend. Long term applicants given strong preference.

POSITION DESCRIPTION:

- Assist with ad hoc duties for program coordination and team support
- Scheduling of applicant interviews
- Team calendar management
- Fundraising and donor communications
- Social media

CANDIDATE QUALIFICATIONS:

- Minimum 5 years relevant experience, 10+ years preferred.
- Completion of graduate degree or equivalent work experience required.
- Passion for human rights, asylum seeker and refugee welfare;
- Skilled in culturally diverse professional settings and time zones;
- Confident with basic computer skills; excel, word, outlook, Google suite;
- Access to reliable internet and computer to enable remote work;
- Fluency in English.

HOW TO APPLY:

Submit CV and letter of interest to director@advocatesabroad.org with the subject line "Admin Team Advocates Abroad." Please note only complete applications will be reviewed.