



**EURASIA
PARTNERSHIP
FOUNDATION**

POSITION DESCRIPTION

Details

Job Title: Program Assistant (full time, 12 month initially, to be continued pending funding; one month trial period)

Location: Yerevan, Azatutyun 1/21 – 23

Department: Programs

Reporting To: Program Manager

Last updated: 22.03.2019

Starts: immediately upon recruitment

Job specification/Overview

The Program Assistant will be responsible for providing support to the programmatic activities of EPF, for Human Rights Program as a priority.

Key tasks

- Provides support to the Program, including participation and assistance to the preparation and conducting of the program related documents, reports; communication with program partners, beneficiaries, stakeholders; developing and maintaining contact databases; organizing meetings and events; helping with paperwork.
- Schedules appointments and meetings, managing the Program's calendar.
- Creates, updates and/or maintains Program related files and records.
- Acts as liaison for the team with internal partners, answering questions and routing requests appropriately.
- Performs writing and editing, including taking accurate notes of the Program related meetings; composing correspondence; proofreading and designing documents; and assisting with the publication process if needed.
- Assists in preparing reports and presentations, memos, including the development of tables, charts, and figures.
- Takes notes and action minutes at the Office staff meetings and distributes them as required.
- Works proactively and takes initiative to support the varying needs of the team.
- Undertakes other necessary administrative assignments as requested.

Requirements

Education & knowledge

- Higher education in the fields of foreign languages, public administration, social sciences or any related field.
- Demonstrated experience analyzing information, preparing analytical reports, preparing and delivering presentations.
- Fluency in Armenian, English and Russian.
- High computer literacy, with good knowledge of social media tools.
- Self-starter with ability to work with minimum supervision.
- Mature judgment combined with a problem-solving approach.
- Excellent analytical and writing skills.
- Excellent organizational, time management and communicational skills.
- Excellent translating skills.
- Displays sensitivity and treats all people fairly without favoritism.

Skills

- Provide professional support to a manager in the program to which they are assigned;
- Independent work ethics and a positive, self-starter attitude;
- Strong interpersonal skills and an ability to work well with diverse partners and constituencies;
- Motivated, pro-active, well organized, reliable, and willing to work flexibly;
- Excellent organizational, communications, and analytical skills;
- Willingness to enhance knowledge through training and personal initiative; on-the-job and out-of-job fast learner;
- A flexible attitude which demonstrates both commitment to team-working and also to working unsupervised when required;
- Flexibility, ability to multitask, perfectionism, detail-orientated outlook, and positive;
- Exercising initiative and meeting strict deadlines with the ability to prioritize;
- Ability to work sometimes irregular hours, week-ends, travel to the regions, often with overnight stay-over (overtime is appreciated compensated in a variety of ways, according to the law);

- Any other advantage, skill, knowledge, capacity is an advantage;
- All in all, an ambitious young genius who wants to become an international quality leader in a few years' time.

EPF is an equal opportunity employer and does not discriminate in hiring practices. We encourage candidates of all abilities, ages, genders, national origins, races and ethnicities, religious beliefs, sexual orientations and other characteristics to apply.