الشبكة العالمية
للحقوق الاقتصادية
والاجتماعية والثقافية

ESCR-Net
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Job Announcement:
Logistics and Administration Assistant

ESCR-Net – International Network for Economic, Social and Cultural Rights (ESCR-Net) is seeking a Logistics and Administration Assistant to work in its New York City secretariat office.

ESCR-Net connects over 280 NGOs, social movements and advocates across more than 75 countries to build a global movement to make human rights and social justice a reality for all. Through ESCR-Net, members exchange information, build solidarity across regions, develop new tools and strategies, and advance collective actions to secure economic and social justice through the human rights framework, with a special focus on economic, social and cultural rights (ESCR). The member-led, collective work of ESCR-Net is guided by core principles of gender and regional balance in leadership and participation, intersectional analysis, and centrality of grassroots groups and social movements.

For more information on ESCR-Net, please visit www.escr-net.org.

PRIMARY FUNCTION:
The Logistics and Administration Assistant will support the arrangement of travel logistics and organization of meetings and events for ESCR-Net's various areas of work. Reporting to the Institutional Development Director, this position will require exceptional organizational skills and attention to detail.

RESPONSIBILITIES:
- Travel Arrangements
  - Arrange travel and transportation for participants of ESCR-Net events;
  - Research entry and visa requirements as needed;
  - Support participants in visa applications processes;
  - Research and arrange lodging; and
  - Arrange travel for ESCR-Net staff members as needed.

- Event Planning
  - Provide support in preparing initial event budgets, including researching costs for various event expenses;
  - Research potential locations for ESCR-Net events during early planning stages, including identifying potential venue locations for meetings and lodging, and following through on communications with venues;
  - Research and identify vendors needed for event, such as interpreters, transportation companies, etc., as needed;

- o Support in development and implementation of timelines for events;
  - o Execute coordination of logistics during events, including interfacing with vendors and troubleshooting problems as they arise;
  - o With the guidance of the Institutional Development Director, handle financial matters related to events, and process receipts after events; and
  - o Execute travel arrangements for events as detailed above.

- Administrative Support
  - o Answer general information requests that come to the Secretariat through various means;
  - o Support the preparation of staff meetings and other meetings;
  - o Assist in scheduling meetings, calls and events as needed;
  - o Order supplies as needed;
  - o Work with Institutional Development Director or other staff on special projects of ESCR-Net; and
  - o Provide office support as needed.

- Support other tasks and special projects as needed.

QUALIFICATIONS | REQUIRED:
- Bachelors degree and at least two years of relevant experience;
- Experience arranging international travel, including but not limited to multiple modes of transportation, lodging, etc.;
- Professional-level fluency in Spanish and English, both written and oral;
- Experience providing administrative support in an office environment;
- Cultural and gender sensitivity and commitment to advancing human rights and social justice;
- Exceptional attention to detail;
- Strong organizational and planning skills;
- Experience with data entry;
- Ability to communicate effective via e-mail, telephone and other forms of communication;
- Advanced computer skills in Microsoft Word, Outlook and Excel; willingness to learn other programs and systems as needed;
- Ability to multi-task, to work independently and to work comfortably in a small, collegial office environment; and
- Authorization to work in the United States.

QUALIFICATIONS | DESIRABLE:
- Experience in organizing international meetings, both from abroad and in situ;
- Familiarity with financial software;
- Experience with budgeting;
- Advanced experience in event planning processes, including event-planning software and tools;
- Proficiency in French and/or Arabic; and

- Experience in cross-cultural communication.

HOURS AND LOCATION:
This position is for an average of 40 hours per week. The position will be based at the office of ESCR-Net's Secretariat (near Grand Central Station, New York City). The normal working hours of the office are from 9am – 5pm/10am – 6pm, Monday through Friday.

IDEAL START DATE:
1 May 2019

COMPENSATION:
The Logistics and Administration Assistant is a full-time, hourly position with benefits, including medical coverage and generous vacation and paid leave. The hourly rate is $19.25 per hour.

Inclusive Hiring and Workplace
ESCR-Net is committed to inclusive hiring practices and strives for a secretariat staff that represents the diversity of its members. ESCR-Net is an equal opportunity employer. We strongly encourage and seek applications from women, persons with disabilities and people of color, including bilingual and bicultural individuals, as well as members of lesbian, gay, bisexual, transgender, queer, or intersex communities. Applicants shall not be discriminated against on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, ethnicity, gender identity, medical condition (cancer-related), the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions or any other characteristic protected by applicable federal, state or local laws. Reasonable accommodation will be made so that qualified persons with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

TO APPLY:
Please send a resume, references and cover letter to apply@escr-net.org, using **Logistics and Administration Assistant** in the subject line of the email. ESCR-Net will review applications on a rolling basis starting 18 March 2019 until the position is filled. *Please note, due to the large volume of responses, only top applicants will be contacted for interviews.*