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Executive Assistant Returnee (Global/Remote) - Help Change the World!

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Company: UniversalGiving

Location: Maputsoe

Category: sales-and-related

Job Summary Pro Bono: The NGO Outreach Pro Bono focuses primarily on serving UniversalGiving®'s NGO partnerships by researching NGOs, outreaching to them, and helping them register on UniversalGiving®'s website. You may want to give back and make an impact, have a first career and want to do this on the side, or are financially independent.

UniversalGiving® is an award-winning nonprofit allowing people to donate and volunteer with top-performing, vetted organizations all over the world. 100% goes directly to the cause. All partner organizations are vetted with our proprietary Quality Model®. UniversalGiving® has been featured on the homepage of Bloomberg, Oprah.com, CBS, The Wall Street Journal, and The New York Times. UniversalGiving® also has been featured in more than 16 books, including the new edition Harvard Business Review Book, HBR Guide to Delivering Effective Feedback, Arianna Huffington's Thrive, and Laura Arrillaga-Andreessen's Giving 2.0. We have also been acknowledged six times on Great Nonprofits' annual Top Nonprofits lists and are highlighted in Huffington Post's list of best volunteering matching websites. We continue to gain momentum, with dozens of articles in the Christian Science Monitor and monthly contributions on Forbes. To date, we have matched more than 22,000 volunteers worth \$31 million dollars' of volunteer hours.

Responsibilities:

- Conduct research on new NGO partners
- Add and update NGO partners in Salesforce
- Manage NGO profiles online, making sure they are up-to-date and accurate
- Outreach to potential NGO partners
- With proven execution and positive attitude, vet potential NGO partners according to UniversalGiving®'s Quality Model®
- With proven execution and positive attitude, serve as the lead for the NGO interns

Qualifications:

- Bachelor's degree
- Minimum of 5 years of

experience - Excellent verbal, written and communication skills - Critical attention to detail - Success in managing teams - Flexibility and adaptability to change - Proficiency in Google Workspace tools (some training provided) - Prior experience with Salesforce is a plus Benefits - Part-time, flexible remote positions - Opportunity to work with a diverse, global team representing over 25 cultures - Gain experience with a Tech for Good nonprofit - With proven success & a positive attitude, UniversalGiving® is likely to facilitate J1, OPT visas Duration and Location - The position is available for part-time (5-20 hours per week) - Minimum 6 months commitment - We provide remote positions with a highly globally focused team from more than 20 countries, including Russia, China, Japan, Ukraine, Georgia, the Philippines, Haiti, Germany, Canada, the Kurdish population, South Korea, the U.K., Brazil, Kenya, and many more. To Apply Complete your application on UniversalGiving®:

<https://universalgiving.org/jobdescription?jobId=21>. You may also access the Job Openings on the UniversalGiving® website: Please visit the Careers section in the footer. Applications are reviewed on a rolling basis. Only applications submitted through UniversalGiving®'s website will be considered. UniversalGiving® is committed to understanding and representing the diverse populations it serves worldwide. Members of all ages, genders, sexual orientations, races, ethnicities, nationalities, physical abilities or disabilities, religions or beliefs, and cultures are welcome as employees and volunteers in our organization. We believe that a diverse team will best serve our diverse populations. Please see our policy on Diversity, Equity, and Inclusion. Our Vision is to "Create a World Where Giving and Volunteering Are a Natural Part of Everyday Life.® Let's Connect: Facebook: UniversalGiving Twitter: @UniversalGiving LinkedIn: UniversalGiving Page Instagram: @UniversalGiving Pinterest: @UniversalGiving Our Founder and CEO, Pamela Hawley: Blog: Living and Giving (CEO blog) Facebook: @Pamela Hawley Twitter: @PamelaHawley LinkedIn: Pamela Hawley Instagram: @PamelaHawley Pinterest: @PamelaHawley

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