

FASPE

Fellowships at
Auschwitz
for the Study of
Professional Ethics

ADMINISTRATIVE ASSISTANT (F/T)

Fellowships at Auschwitz for the Study of Professional Ethics

www.faspe-ethics.org

FASPE is looking to hire a full-time administrative assistant. This position serves the entire staff of FASPE, working interdepartmentally in Development, Programs and Recruiting, and Administration. This role reports to the Director of Operations.

The Fellowships at Auschwitz for the Study of Professional Ethics (FASPE) teaches professional ethics through a unique historical lens. FASPE's signature program, our Fellowships, provide business, design and technology, journalism, law, medical and seminary students a structured program of study using a distinctive approach that examines the roles and behavior of individual professionals in Germany and elsewhere between 1933 and 1945 as an initial framework for approaching ethical responsibility in the professions today.

Responsibilities

- Assists in all administrative activities providing support across departments and functions including scheduling and organizing multiple activities such as meetings, travel, conferences, events, and processing and tracking reimbursements and invoices.
- Supports all development fundraising activities including preparing reports.
- Creates and develops visual presentations and assists in correspondence, as requested by all.
- Manages the maintenance of Neon CRM database and all software platforms.
- Works independently and within a team on special non-recurring and ongoing projects; provides support on special projects as needed.
- Assists with maintaining FASPE's email marketing platform.
- Provides support to the Chairman of FASPE to coordinate Ethical Leadership Trainings
- Supports programming and recruiting by conducting internet research, creating, and maintaining lists, compiling information and formatting documents, and scheduling meetings.
- Types and designs general correspondence, memos, charts, contracts, etc. Proofreads copies for spelling, grammar, and layout, making appropriate changes.
- Facilitates the production and manages technical needs of Zoom webinars and virtual ELT Sessions.
- Helps with printing and shipping materials.
- Pick-up, sort and distribute mail and other materials/office equipment.

Requirements:

- Bachelor's degree.
- Minimum of 5 years' experience.
- Superb organizational and communication skills.
- Excellent computer skills – knowledge of MS Office, Google Suite, Zoom, Mailchimp
- Donor database/CRM experience a plus (FASPE currently uses Neon CRM)
- Strong work ethic with a healthy respect for meeting deadlines

- Strategic thinker with a creative mindset
- Proactive and solution-oriented
- Meticulous attention to detail
- Ability to Multitask
- Works well independently and as part of a team
- Ability to travel and work occasional nights and weekends.

Compensation and Benefits:

Compensation is commensurate upon experience and is within the range of \$50-65K. Included is an excellent package of benefits: generous paid holidays and paid time off; wide choice of medical, vision, dental; 401K.

To Apply:

Interested applicants should send a c.v. and statement of interest describing your fit for the role to hr@faspe-ethics.org. Not all applicants will be contacted. This position is open on a rolling basis until filled. This is a hybrid position with in-person presence required 2 days per week in an office in New York City.

FASPE is a non-faith based 501(c)(3) organization and an equal opportunity employer.