

FASPE

Fellowships at
Auschwitz
for the Study of
Professional Ethics

ADMINISTRATIVE ASSISTANT (F/T)

www.faspe-ethics.org

Who We Are

FASPE (Fellowships at Auschwitz for the Study of Professional Ethics) challenges its professionals to recognize and exercise their ethical and leadership responsibilities as influencers. FASPE's distinctive approach is to examine 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.

Each year, FASPE awards 80 to 90 Fellowships to graduate students and early-career professionals in Business, CL Design & Technology, Journalism, Law, and Medicine. The Fellowships begin with intense study in Germany and Poland where FASPE takes advantage of the urgency created by the power of place to translate the history into the present. Beyond its signature Fellowship program, FASPE utilizes its distinct methodology in ethics training workshops for practicing professionals in organizations across business sectors, in public writings and lectures, and in a condensed European study trip for practicing professionals.

About the Position

This position supports the entire FASPE staff, working interdepartmentally across Development, Programs and Recruiting, and Administration, and also provides support to the CEO. The role reports to the Director of Operations.

Responsibilities

- 3–5 years of prior office experience preferred, particularly in administrative or roles.
- Assists with administrative activities across all departments, providing support with scheduling and coordinating a wide range of tasks, including meetings, travel, conferences, and other organizational activities.
- Arranges complex and detailed travel plans; prepares travel documents and itineraries; maintains organized paper and electronic receipts for reimbursement and expense tracking; and completes travel expense reports for contractors, faculty, staff, and others.
- Supports all development fundraising activities including research and preparing reports.
- Creates and develops visual presentations and assists in correspondence, as requested by all.
- Assists with the maintenance of CRM database.
- Works independently and within a team on special non-recurring and ongoing projects.
- Manages all mass mailings and e-mailings.

- Supports programming and recruiting by conducting internet research, creating, and maintaining lists, compiling information and formatting documents, and scheduling meetings.
- Facilitates the production and manages technical needs of Zoom webinars and virtual ELT Sessions.
- Records all incoming gifts and payments, deposits donations and provides weekly donation reports.
- Assists with printing, preparing, and shipping materials.
- Picks up, sorts, and distributes mail.

Requirements:

- Bachelor's degree.
- Superb organizational and communication skills.
- Excellent computer skills – knowledge of MS Word, Google Docs, PowerPoint, Excel, Outlook, Zoom, Mailchimp, and Box.com
- Donor database/CRM experience a plus (we currently use Neon CRM)
- Strong work ethic with a healthy respect for meeting deadlines
- Strategic thinker with a creative mindset
- 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 \$66-68K. 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.