



Executive Assistant

Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty.

As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking an **Executive Assistant** who provides high-level administrative and operational support to the National Director's (ND) work which includes providing day-to-day clerical and administrative support by handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and email management that will help the National Director effectively utilizing his work time and resources. This position is crucial for ensuring the ND's efficiency and effectiveness by managing schedules, communications, and various administrative tasks.

This a regular position based in Manila, Philippines.

Responsibilities

Communication

- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Coordinate with the administration department in arranging travel for the ND.
- Monitor and manage the ND's inbox and respond to emails on his behalf.
- Conduct research and provide briefs to the National Director for speaking engagements.
- Prepare presentations and correspondence for the ND to present to the office staff.
- Handles correspondence including emails, phone calls, and other forms of communication, often acting as the gatekeeper and prioritizing information flow.

Calendar and Meeting Coordination

- Organizing meetings, preparing agendas, and ensuring the ND has all necessary information.
- Maintain ND's calendar schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Coordinate and schedule meetings with the Philippine Leadership Team to support strategic and operational initiatives.
- Liaising with partners, both locally and internationally, related to the functions of the ND.
- Building and maintaining strong relationships with internal and external stakeholders.

Documentation, Reporting and Data Management

- Participate in internal and external meetings and events as needed and provide critical analysis and feedback.
- Draft reports and assist in budgets as required
- Serve as the liaison and primary point of contact for the ND for all IJM Philippines and other country offices and HQ.

Events and Logistics

- Represent the ND in various meetings as required.
- Serve as a POC for constituent trips and collaborate with respective departments to host these visits.
- Serve as a POC for pop-in visits through HQ and work with relevant departments to host the visitors.

General Accounting and Statutory Compliance

- Complete the ND'S administrative documentation, including credit card reports and expense reports.
- Maintain a documentation of all the financial reports including credit card and expenses.

Clerical and Administration

- Support the ND by assisting with incoming calls, mail, emails, and time requests, and prepare appropriate responses or follow-up tasks.
- Participate in meetings, record minutes, circulate them and follow-up for action in a timely manner.
- Process monthly travel and expense reports.
- Conserve ND's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; initiating telecommunications.
- Ensure all the relevant documents of the work are filed and maintained.

General Tasks

- Support the ND by assisting with incoming calls, mail, emails, and time requests, and prepare appropriate responses or follow-up tasks.
- Assist the team in routine admin and other support role.
- Coordinate and schedule the IJM Philippines team calls/meetings/gatherings.
- Maintain a working relationship with the intern and fellows within the executive team, by providing structure and guidance to enhance their contributions.
- Participation in IJM's community of spiritual formation.

Confidentiality

- Consistently adhering to ethical principles and demonstrating honesty and reliability in all professional interactions.
- Handling sensitive information with discretion and maintaining confidentiality.

Qualifications:

- At least 5 years of experience in providing top-level administrative support in a fast-paced, professional environment.
- Bachelor's degree in business administration or equivalent.
- Administrative and coordination capacity to manage a large number of projects and tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- With ability to identify and resolve issues quickly and efficiently
- Proven ability to pay close attention to detail and ensure accuracy in all tasks.
- Proven ability to handle sensitive information with discretion and maintain confidentiality

Technical Competencies

- Good business writing skills.
- Strong organizational and time management skills
- Excellent Planning and Implementing skills.
- Time Management
- Networking

Non-Technical Competencies

- Integrity
- Collaboration
- Interpersonal Communication

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.

Application Process:

Please submit your updated resume, cover letter, and statement of faith in one PDF document to phpeoplesupport@ijm.org on or by **31 July 2025**.

**What is a statement of faith?*

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.