

Associação Worldfund Brasil

Executive Secretary

Based in São Paulo, Brazil

We are looking for a competent Executive Secretary to support senior management in Worldfund, in particular the Executive Director. The Worldfund Brasil Executive Secretary will organize and maintain the executive's schedule and assist by performing a variety of administrative tasks. She or he will contribute to the efficiency of the overall organization by ensuring all assigned administrative duties are completed timely and efficiently. Applicants must be quick professionals with great time-management and multitasking abilities.

Responsibilities

- Maintain executive's agenda and assist in planning appointments, board meetings, and other meetings as needed
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, informational packages, etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Prepare and manage all expense reimbursements
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned
- Maintain relationship with banks
- Negotiate health insurance and pension plans
- Plan and organize events and parties
- Draft professional and specialized texts, summarize and synthesize documents

Qualifications

- Proven experience as executive secretary or similar administrative role
- Proficient in computer usage
- In depth knowledge of office management and basic accounting procedures
- Familiarity with basic research methods and reporting techniques
- Excellent organizational and time-management skills
- Outstanding communication and negotiation abilities
- High level of ethics, integrity, and confidentiality
- Degree in business administration or relative field
- Must speak and write professionally in English, Portuguese, and Spanish

About Worldfund

Worldfund's mission, since its founding in 2002, is to raise the quality and relevance of education in Latin America – the key to transforming lives and breaking the cycle of poverty. Worldfund delivers intensive training to public school teachers and principals. Worldfund works in partnership with state governments to grow its three programs - IAPE (English language teachers), LISTO (principal leadership training), and STEM (science and math teachers), - to scale across entire school systems, while bringing private corporations to the table to invest resources and expertise. Our programs impact over a three million children in Brazil and



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Mexico. Worldfund has offices in New York City, Mexico, and Brazil, employing 30+ full-time professionals and dozens of part-time trainers. Worldfund's operating budget is in the \$6 million range.

If interested, please send CV to: idesgualdo@worldfund.org