



# Job specification

## **Outreach Assistant**

Thank you for enquiring about this post. Please read this carefully. If you then want to apply, please: write a one-page covering letter explaining who you are and why you want the job; prepare a CV (maximum two pages); complete the application form (typed or written). Please email the items to: [info.usa@survivalinternational.org](mailto:info.usa@survivalinternational.org). Please do not phone at this stage unless you decide to withdraw.

Our recruitment procedure requires some effort; we must narrow the field only to those who both really want the position and who are suitable. We normally receive a large number of applications and select a few to continue to the next phase of the application process. If selected, we will contact you with a date and time. If you wish to withdraw your application at any stage, we would be grateful if you would phone or email.

Interviews may include tests. A handful of people may be invited to a second interview. As a charity, we are unfortunately unable to cover your expenses.

Survival is the world's foremost organization dedicated to tribal peoples' rights. It has been in operation since 1969 and has offices in London, San Francisco, Madrid, Milan, Paris, and Berlin. The entire organization works to limited budgets and the San Francisco office runs as a satellite office for headquarters in London. Successful applicants must be excited to work with a very small, efficient and dedicated team of professionals. You must be highly motivated by Survival's aims, otherwise it is unlikely that you will be fulfilled in this work. Survival can provide an interesting, varied vocation which will be hard work, challenging, often frustrating, and sometimes extremely rewarding.

## Job description

Location	Survival International, San Francisco
Hours	Monday to Friday 9am – 5pm
Salary	Entry level
Contract	12 month contract (6 month probation)
Start date	April 2016

Survival USA is looking for a passionate, intelligent, and outgoing administrative assistant to help grow our San Francisco office. This role will range from providing clerical support, to liaising with press, to actively and creatively targeting new audiences.

This is an exciting opportunity to be a crucial member of the only international organization working for tribal peoples. Although Survival is the oldest organization defending tribal peoples' rights, the US office is still in early stages of growth. Many of the biggest threats that tribes face are caused by US companies, organizations, and people who trammel the rights of tribes in the pursuit of their own goals. We believe that to truly change the future for tribes around the world, we must foster a groundswell of public opinion here in the US that believes tribal peoples deserve a chance to determine their own futures. The successful candidate will take pleasure in knowing that they will play a significant role in the shaping of Survival's future.

Successful applicants will be strongly motivated by Survival's goals and sincerely believe in the importance of fighting for tribal peoples' rights. We need someone who is hard working, critical thinking, creative and straightforward, someone who is efficient, learns fast, can fit in easily, but who is happy to work largely on their own. The chosen applicant will become an integral part of the world's leading tribal peoples' rights team.

### Operations

- Provide clerical and administrative support to the Program Director
- Manage contacts in CMS and other databases
- Read and respond to general inquiries

### Outreach

- Developing contacts with schools and universities
- Assist press officer with cultivating press relationships and finding new outlets
- Assist with social media communication
- Conducting campaign outreach with a special focus on finding new audiences
- Seeking new and innovative ways to reach a wider online audience
- Expanding our presence online (forums, blogs, comment sections, Wikipedia etc.)
- Mailing resources

### Development

- Support and cultivate supporter fundraisers

## **Skills and Experience**

- Bachelor's degree or equivalent experience;
- Experience of providing administrative support in an office environment;
- Experience of managing a heavy workload;
- Excellent written and oral communication skills;
- Good IT skills, including MS office and databases;
- Excellent organizational skills and the ability to plan and prioritize effectively;
- Excellent time management skills;
- Ability to work independently with minimum supervision;
- Knowledge of other languages (particularly Spanish or French) is desirable;
- Photoshop, videography, design experience is a plus.

## **Personal attributes**

- Confidence and resourcefulness;
- A strong desire to serve Survival's aims;
- A desire to take responsibility for increasing the effectiveness of the organization;
- A bold, enthusiastic and personable manner – energetic and committed;
- Taking pleasure in completing a variety of tasks, including clerical and administrative;
- A desire to complete work to a high standard;
- A flexible and adaptable approach to work;
- A proven interest in and commitment to tribal peoples and Survival's work;
- The ability to work outside normal hours, if and when required;
- The ability to travel, if and when required.

Successful candidates will become an integral part of the world's leading tribal peoples' rights team. If you fit the bill, we want you with us, so we wish you the best of luck!