



Job specification

Program Director's 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. 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 renewable contract (6 month probation)
Start date	mid-July to mid-August

Survival is looking for a passionate, engaged and capable assistant to support the Program Director and help grow the US office. This position will encompass a variety of administrative tasks, including managing and cultivating donors, office management database management, trust and foundation development, and more.

This is an exciting opportunity to be a crucial member of the only organization working for tribal peoples' rights around the world. 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.

The successful candidate must have a passionate commitment to tribal peoples and Survival's work. They also must have excellent writing and communication skills. Duties include, but are not limited to, the following:

Operations

- Manage donations and financial systems
- Assist Program Director with administrative tasks as needed
- Assist with events as needed

Communications

- Assist with all forms of supporter communication
- Respond to general inquiries
- Assist with printing and sending annual appeals

Development

- Manage relationships with trusts and foundations (research, reporting, etc.)
- Manage, support, and cultivate current supporters

Skills and Experience

- Excellent numeracy;
- Ability to quickly learn new systems and databases;
- Experience with managing a heavy workload;
- Excellent written and oral communication skills;
- Good MS office skills;
- Excellent organizational skills and the ability to plan and prioritize effectively;
- Excellent time management skills;
- Ability to work independently with minimum supervision;
- Prior fundraising/administrative experience is desirable.
- Knowledge of other languages (particularly Spanish/French/Portuguese) is desirable

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;
- An enthusiastic and personable manner – energetic and committed;
- Taking pleasure in completing a variety of administrative tasks;
- 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!