



Executive Assistant to the Chief Executive Officer

The International Association for Suicide Prevention (IASP) is a non-government organisation (NGO) dedicated to the prevention of suicide and suicidal behaviour. IASP provides a global forum for academics, mental health professionals, crisis workers, volunteers and suicide survivors. IASP is organised through a Central Office (CO) currently comprising of twelve part-time workers located in their home country, all working remotely. To support our team, we are seeking a part-time (60%) Executive Assistant to the Chief Executive Officer (CEO) and we invite you to apply.

Background: Established in 1960, the International Association for Suicide Prevention (IASP) leads the global effort in suicide prevention having developed an effective forum that is proactive in creating strong collaborative partnerships and promoting evidence-based action in order to reduce the incidence of suicide and suicidal behaviour (www.iasp.info). As a membership organisation with a global network of National Representatives in 80 countries and also 18 topic related “Special Interest Groups” addressing key aspects of suicide and suicide prevention, IASP’s engaged and active network encompasses the best research and practice in suicide prevention

Summary: The Executive Assistant is responsible for providing comprehensive support to the CEO, and will include engagement with the Central Office team, managing IASP’s virtual office and will require working remotely. The Executive Assistant will be professionally responsible for managing the schedules and communications of the CEO and the financial administration of the association. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Responsibilities

- To provide schedule management for CEO, prioritize inquiries and requests while troubleshooting conflicts and make judgements and recommendations to ensure smooth day-to-day engagements.
- To provide support to the Board and Central Office: including arranging and handling all logistics for meetings and events (scheduling meetings; preparing draft agendas; developing, compiling, and distributing relevant materials; recording meeting minutes).
- To complete a broad variety of administrative tasks that facilitate the CEO’s ability to effectively lead the organization, including: assisting with special projects; drafting and producing complex documents, reports and presentations; collecting and preparing information for meetings with internal and external parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- To manage all aspects of organization’s virtual office services: including evaluating and assisting in developing office policies and procedures for improved work flow and anticipate future needs as organization grows.
- To manage information systems operations: including, software, desktop support, internal telecommunications, and strategic systems development and planning.
- To perform a variety of accounting, bookkeeping and financial tasks.

Requirements and skills

- Significant executive support experience preferably with nonprofit board experience.
- Expert proficiency with Microsoft Office and desktop publishing software; ability



- to design and edit presentations and materials.
- Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications).
- Strong (English) verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, both internal and external to the organisation.

Person Specification Knowledge

- Mental Health sector
- NGO/NFP/Charity sector
- International and cultural awareness

Attitudes:

- Highly organised
- High degree of discretion and integrity
- Good verbal and written presentation
- Team Player
- A continuous learning orientation (as demonstrated through professional development experiences).
- A self-starter who thrives in a fast-paced, constantly evolving environment.

Requirement:

- 3 days a week equivalent position.
- Work times based around European working hours.
- Working in a remote office environment (institute/home/place with internet).

Benefits: This position is an outstanding opportunity for a highly-motivated executive assistant to assume a pivotal role in the evolution of a fast-growing, highly-respected organisation. IASP hires on a consultancy/contract basis; the initial gross remuneration will be FTE \$44,000 per annum.

Process: Please submit your resume and a covering letter via email to apply@iasp.info. Your covering letter should express your specific interest in and qualifications for this role.

Important note: as a non-profit organization we will not be able to reimburse any costs related to your application. By submitting your application, you agree that your personal data provided in the context of the application will be processed solely for the purpose of the application.

Closing Date: 20 January 2025.