About Peepul

Peepul is an education-focused non-profit. **We dream and work towards creating an education system in India that enables ‘every child to realize their potential.’**

We work closely with governments at the national, state, and local levels to transform government schools and government systems. The poorest children in India study in government schools and too many of them are falling through the cracks. We are determined to ensure that they receive a high-quality education to help them succeed in life.

We are restless, resilient, and reflective. We aim high, we innovate, we work smart, we work as a team, and we use rigorous research to inform our work.

Website: [http://peepulindia.org/](http://peepulindia.org/)

Job Description: Executive Assistant (EA) to CEO

Reports to: CEO  
Location: New Delhi, India  
Start date: Immediate  
Salary: Commensurate with experience

We are looking for an Executive Assistant who will provide executive, administrative, and development support to the CEO, as well as to the Senior Leadership Team (SLT). The Executive Assistant serves as the primary point of contact for the CEO and will use excellent communication skills, a solid understanding of her needs and preferences and a sound sense of judgement. The Executive Assistant will also serve as a liaison to the Board of Directors and senior management teams, organize and coordinate executive outreach and external relations efforts; and oversee special projects.

Key Responsibilities

Executive Support

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include,
  - Managing an active calendar of appointments
Completing expense reports
Composing and preparing correspondence
Arranging complex and detailed travel plans, itineraries, and agendas
Compiling documents for meetings
utilise a variety of software packages to produce correspondence/documents and maintain presentations, spreadsheets, and databases

Communicates with the Peepul team on the CEO’s behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the SLT

Communicates directly and on behalf of the CEO with Board members, donors, Peepul team, and others on matters related to programmatic initiatives as directed

Conducts research on prospective corporate and foundation donors to identify and evaluate current needs and assembles materials needed for the proposals

Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication with donors and prospects

Organisational Support

Administratively supports Manager, Human Resources to provide recruiting support, set up a system of performance appraisal and support the efficient rollout of HR processes

Partner with senior leadership on building a strong office culture

Serves as the CEO’s administrative liaison to the Board of Directors and manages Board activities, which include Coordinating semi-annual Board meetings and dinners/staff lunches/receptions/new Board member orientations

Coordinates sub-committee meetings, maintains confidential files, and contact information

Coordinates meetings, conferences, and committees both on and off site to support the CEO’s agenda

Participates as an adjunct member of the SLT including assisting in scheduling, attending meetings

Assists in coordinating the agenda of senior management team meetings Prepares minutes of the meetings and designates and follows up on assigned action items
Person Specification

Experience and Skills:

- Qualified to degree level (at least a three-year bachelor’s degree) or above
- Highly computer literate, with experience of data handling and necessary IT systems (including PowerPoint, diary management using Microsoft Outlook and mail merge using Microsoft Word)
- Experience of handling large amounts of administration and managing competing demands
- Excellent verbal communication skills in English and Hindi, to produce and maintain documents and to effectively proofread material for public distribution.
- Must be able to communicate at all levels and have the confidence to handle difficult phone conversations in a calm and professional manner
- Excellent interpersonal skills - the ability to build and maintain relationships with high profile individuals
- Takes ownership and pride over the quality of work as an individual and team member
- Strong administration skills and the ability to maintain and implement effective systems
- The ability to multitask and prioritise competing demands effectively
- Ability to carry out research tasks as directed

Personal Attributes:

- Strong alignment with Peepul’s mission of providing quality education and building stronger education ecosystems in India
- Ability to work collaboratively with all team members and create a positive team culture
- Ability to work effectively with colleagues based in different geographies and time zones
- Strong problem solving and decision-making skills
- Enthusiastic to do whatever it takes willing to take personal accountability for delivery
- Enjoys working under pressure: flexible, highly organized, and able to prioritize work to meet deadlines
Recruitment Process

To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to recruitment@peepulindia.org with a cc to nivedita.gupta@peepulindia.org, ensuring you specify the role you are applying for in the subject line of the e-mail. Please include the details of at least two referees within your application.

Selection

The selection process will involve written tests/assignments, interviews and live demonstrations of expertise (e.g., think through a project plan), with the senior management team of the organization.

Reference checking & Probation

- This role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.