



ASIA REGIONAL ADMINISTRATOR

Operation Groundswell is a non-profit organization that offers travel, community service, and educational experiences around the world. Our aim is to build a community of “backpacktivists” – ethical travelers that are socially, environmentally, and politically aware of their impact in the communities they travel to and live in.

At OG you’ll have the chance to work with a bright, young, and fun staff who are deeply passionate about what we do. We’re looking for someone who loves to travel, whose values are aligned with our mission, and who knows how to be serious about the job while never forgetting how to have fun!

Essential Responsibilities:

- 1) Provide support to the Regional Director (RD) in their administrative duties:
 - Organize and schedule meeting and interviews
 - Book travel arrangements
 - Assist RD through the Program Leader (PL) hiring process
 - Assist in recruitment (job postings, sending contracts, reference calls as needed)
- 2) Answer and direct general phone calls and email, answering questions, providing information, and support RD for navigating communication with different stakeholders.
- 3) Manage PL administrative needs
 - Approve travel arrangements
 - Ensure all necessary documentation is received in a timely manner
 - Build training schedules alongside the Regional Director
- 4) Oversee regional participant support
- 5) Provide general office administrative support (greeting visitors, calendar maintenance, ordering office supplies, etc.)
- 6) Help to keep the OG regional office running smoothly, and work to ensure that program leaders and participants feel supported and valued as unique individuals.
- 7) Manage the regional finance administrative needs
- 8) Take meeting minutes where necessary, preparing and archiving documents related to regional activities.

Preferred Knowledge/Skills:

The Regional Administrator will be/have:

- Passionate and knowledgeable about Operation Groundswell’s unique perspective on ethical travel and responsible volunteering.
- Proven administrative experience
- Strong written communication skills
- Organized, detail-oriented, meticulous and focused. You’re ready to take on many tasks at once without compromising attention to quality.



- Intermediate computer knowledge, specifically with a proficiency in Excel, scheduling systems, and CRM systems
- Proven ability to organize, prioritize, and work simultaneously on various projects or tasks
- Positive and resilient. You don't mind answering a question for the third time. Or the three-hundredth.
- Proactive. You don't like to be idle.

NOTE: Preference for someone with experience living or travelling in South East Asia (mainly Thailand and Cambodia)

Compensation, Schedule and other logistics:

This is a paid, part-time contract position requiring approximately 20 hours per week, out of our office in Dharamshala, India. The anticipated start date will be February 1st, 2019. Salary is \$395 CAD per month (potential end date is in September, 2019). *(This position requires flexibility in working hours/days based on the activities in the region which will be decided in discussion with RD as and when needed).*

How to Apply:

NOTE: You will not be considered as an applicant unless you have completed all these steps! This is your first test! Applications close January 10th.

- 1) Send an email with the following subject line: "Your Name-Asia Regional Administrator". The email should contain:
 - a. Cover Letter: Titled: FirstLastname_LETTER. Why Operation Groundswell? Why are you interested in this position? What administrative/leadership experience do you have? What else would you like us to know about you? Please keep cover letters to one (1) page and, for the love of Pete, don't just reiterate your entire resume!
 - b. Resume: Titled: FirstLastname_RESUME. List your recent and applicable work experiences.

Please address all emails to:

Our Regional Director, Adhila Hassan, at adhila@operationgroundswell.com.