**Administrative assistant of the project of long-distance help "Adoption of African children"**

Employment status: full time employment, fixed working hours

Job position: administrative assistant of the project "Adoption of African children"

Field: administration in a non-profit sector- development cooperation and education, volunteering

Region: Prague

Content of the advertisement: **Center Narovinu**, o.p.s., which deals with foreign development cooperation in Africa and global development education (Adoption of African children – project of long-distance help, development projects in the area of schooling and medical care in Kenya, programs of global development education and raising of public awareness at schools and other places), is looking for **an administrative assistant** – especially for the **development project of long-distance help "Adoption of African children".**

Job description:

• administrative and technical support of the projects and helping with running the office

(maintenance of the database of the project "Adoption of African children“, handling mail and phone calls, providing information, organizing the fair trade like minishop,…)

• communicating with "adoptive parents" and volunteer coordinators of adoption in Czech republic

• communicating with the office in Nairobi and volunteer coordinators of adoption in Kenya
• communicating with the public, dealing with inquiries from mailing lists

Requirements:

• min. high school degree
• good organizational and communication skills

• experience with administrative and technical leading of an office

• PC skills (MS Office – especially Excel on an excellent level, databases, …)

• good knowledge of written and spoken English
• self-reliance, dependability, systematic work, orderliness and responsibility

• ability to work in a team

• willingness to learn, interest in development cooperation in Africa

Advantages: experience with a similar position in a non-profit organization, experience in the field of development cooperation, pleasant manners, communicativeness, tidiness

We offer:

1. Possibility to see direct impact and purpose of your work
2. Work in a pleasant team of people who desire to help the needy
3. Starting salary of 19 000 Kč

We ask serious applicants to e-mail their structured CV and motivation letter to dana.feminova@adopceafrika.cz by **December 10th**. Personal interviews will take place at December 15th – 20th; we expect the new employee to start working as soon as the interviews are over at the beginning of January 2017.
**Name of organization:** Centrum Narovinu,o.p.s. **Contact:** Dana Feminová, **Address:** Sokolská 32 Praha 2
**E-mail:** dana.feminova@adopceafrika.cz, **WWW:** [www.adopceafrika.cz](http://www.adopceafrika.cz/)