



VAANI DEAF CHILDREN'S FOUNDATION

Executive Assistant

POSITION DESCRIPTION

VAANI, Deaf Children's Foundation was established in 2005 and is the first national NGO in India to focus only on issues around childhood deafness. VAANI provides holistic services that address the social, emotional, communication, language development and educational needs of hearing-impaired children. It encourages families to learn to communicate and understand their hearing-impaired children and thus take an active part in supporting all their needs, including advocating for their rights with governments and service providers.

VAANI's genesis lies in the recommendations of the feasibility study carried out in November 2002 on issues surrounding childhood deafness. It was a national-level study conducted in a totally participatory manner. The researcher met families of children with hearing impairment, with the children themselves, and with professionals from the Government and non-government agencies across the country. The findings of the study and the greatest need expressed by all who are involved in or connected with hearing-impaired including parents, young hearing-impaired people and adults themselves, is the need to create an awareness and understanding of the whole issue of being unable to hear – what it means, how it is caused, the need for early intervention, the problems of communication, and the low numbers of parents who are Partnering with the Government for achieving sustainable special education goals for children with hearing impairment.

During the 17 years of our activity in India, mainly in Assam, Meghalaya, Manipur, Jharkhand, Orissa, West Bengal, Gujarat, Maharashtra and Karnataka we have worked with more than 1,00,000 direct and indirect beneficiaries, comprising deaf children, families, professionals and the general public.

POSITION SPECIFICATION

Position: Executive Assistant

Location: Bangalore. Karnataka

Reporting to: Executive Director

Qualification: Graduate or Post Graduate

Experience:

- Knowledge of the charity sector would be an added advantage
- Good written, verbal, and telephonic communication skills.
- Confident in networking and engaging with stakeholders

Travel: As work demands

Type Of Employment: Full Time and three months probationary period

Working Hours: Monday to Friday 9.30 am to 5.30 pm. If required the employee would need to work on Saturday and Sunday.

Job brief

We are currently seeking a dynamic and enthusiastic individual who is eager to learn, adaptable, and possesses excellent communication skills. The ideal candidate should be proactive, willing to take on responsibilities and demonstrate a strong ambition for personal and professional growth. As an organization that works closely with hearing-impaired children and families, it is crucial for the candidate to be sensitive, empathetic, and hold strong human values.

Remuneration: CTC INR 35,000-40,000 Per Month

Responsibilities

- Act as the point of contact among the executive director and other team members of the organization
- Manage information flow in a timely and accurate manner
- Manage calendars and set up meetings
- Make travel and accommodation arrangements
- Taking minutes during the meeting and following up on the action points
- Create presentations, proposals, draft emails, prepare reports etc, as directed by the Executive Director
- Organize and maintain the information, Maintain and organize electronic and physical files, records, and documents, so that it's available in a timely manner
- Conduct research and gather information for various projects, reports, or presentations.

- Preparing budgets
- Co-ordinate with external vendors, interns etc
- Make travel arrangements, including flight bookings, hotel accommodations, transportation, and visa processing.
- Prepare detailed itineraries and ensure that all travel arrangements align with the executive's schedule.
- Handle sensitive and confidential information with discretion and professionalism.
- Maintain a high level of professionalism and integrity while representing the executive and the organization.
- Uphold confidentiality and ensure the security of information and documents
- Co-ordinate with board members when required and as directions by the executive director
- Provide general administrative support, such as managing office supplies, processing expenses, and filing documents.
- Prioritize and handle multiple tasks simultaneously, ensuring that deadlines are met.
- Assist with ad-hoc projects and assignments as assigned by the executive.

Job Requirements:

- Excellent organizational and time management skills.
- Strong written and verbal communication abilities. Proficiency in English both Written and verbal is a must, knowing regional languages would be an added advantage.
- Excellent MS Office knowledge
- The person is Tech Savy and comfortable using social media
- Proficiency in using office software and tools (e.g., Microsoft Office, Canva, Lucid Charts, calendar management tools) and is innovating in searching for new tools that would increase productivity of the organization.
- Discretion, integrity, and ability to handle confidential information.
- Attention to detail and strong problem-solving skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Flexibility to adapt to changing priorities and handle unexpected situations.