

Assistant to the CEO Internship - Summer 2019

Full time	25-30 hours/week
Location:	NY/Paris/Beirut preferred or remote
Reporting to:	CEO
Start date:	ASAP



Description:

Description: This position provides an exciting opportunity to get involved in a rapidly growing social enterprise that was created as a direct response to the ongoing migration crisis. Ideally based in NYC, with the possibility to work remotely, this is a **paid internship** that will give you exciting responsibilities and exposure to a variety of activities, ranging from working with partners to communicating and following up with NaTakallam's growing number of clients/partners, researching the fields of language learning and refugee rights to coordinating meetings and events. The Executive Assistant will support the CEO on all day-to-day tasks, including scheduling meetings, coordinating travel details, assisting in event and conference preparations, preparing materials for meetings, grant writing and more. The work environment is global, fast-paced but highly collaborative. This position could likely turn into a part-time position based on performance and company needs in the fall.

Core responsibilities:

- Performs administrative duties supporting executive management including managing calendars and databases, work related to sales and marketing/communications and more
- Coordinating travel, meetings and event arrangements
- Supporting the preparation of reports, conducting research in fields related to NaTakallam's work, such as the role of startups in the refugee crisis, legal and labor restrictions for refugees and asylum seekers, language learning enterprises etc
- Customer service, startup applications and grant writing assistance
- Supporting interactions with customers/clients, especially corporates, coordination of different programming, assisting in customer relations and correspondences; supervising deadlines

Required Skills/Experience:

- Previous experience in communications, marketing, development, sales, and/or project coordination ideally in startup field
- Deep understanding of social enterprises/social entrepreneurship
- Flexibility, ability to multitask, and independent learner/self-starter
- Excellent interpersonal, organizational and writing skills
- Organized, highly attentive to detail
- Ability to work in fast-paced startup environment with all levels of internal

- staff/management
- Commitment to the mission of NaTakallam

Desired Skills:

- Interest in Middle East, social entrepreneurship, refugee rights, language learning and/or humanitarian work
- Customer service/interaction experience highly desirable
- Foreign language skills, particularly in Arabic or French

Please respond by filling out this [NaTakallam Exec-Assistant form](#).

If you have any questions, please contact kaitlin.giuglianotti@natakallam.com and info@natakallam.com

Applications will be accepted on a rolling basis.