



POSITION ANNOUNCEMENT

Applications will be reviewed on a rolling basis. Candidates are encouraged to apply early

Organization: Girls In Tech Liberia

Position: Secretary

Location: S.D. Cooper Road, Paynesville

Duration: Full Time

Reports To: HR Officer

Background:

Girls In Tech Liberia is a nonprofit organization dedicated to empowering and supporting women and girls in the tech industry. The organization is seeking a Secretary to provide essential administrative and organizational support to facilitate the efficient operation of the organization.

Summary:

The Secretary at Girls In Tech Liberia is responsible for providing essential administrative and organizational support to the organization's leadership team. This role involves managing communications, scheduling, and record-keeping to ensure the efficient operation of the organization.

Key Responsibilities:

- Assist in organizing and scheduling meetings, including preparing agendas and recording minutes.
- Draft and edit official communications including letters, handling emails, phone calls and official correspondence on behalf of the organization emails.
- Maintain records and documents related to the organization's activities.
- Support administrative tasks such as managing office supplies and handling basic financial records.
- Assist in maintaining membership Assets, School and other databases.



- Provide general administrative support to ensure the organization's smooth operation.
- Respond to membership inquiries and provide necessary information to potential members.
- Help organize and promote member-related events and activities.
- Work with the finance department to maintain financial documents and reports.
- Support Fundraising and assist in preparing Grant Applications:
- Assist in preparing grant applications and reports as needed.

Qualifications:

- Must be a Liberian Female
- High school diploma or equivalent; additional education or relevant experience is a plus.
- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace).
- Strong organizational and communication skills.
- Attention to detail and ability to work both independently and as part of a team.
- Previous experience in a similar role or with a nonprofit organization is preferred.

Working Conditions:

- This is typically a full-time or volunteer role (**9:00AM – 5PM, Monday to Friday**).
- Flexible working hours may be required to accommodate meetings and events.
- The Secretary may work from an office or remotely, depending on the organization's policies.

How to Apply:

Interested candidate should submit her **resume/cv** and a **cover letter** explaining her qualifications and interest in the position to hr@girlsintechlib.org by **September 15th, 2023**.

Note: This TOR is intended as a general framework for the Secretary position at Girls In Tech Liberia. Specific duties and expectations may evolve based on the organization's needs and priorities.