

JOB ANNOUNCEMENT AND DESCRIPTION

Operations Administrative Assistant

Position Overview

The Stanley Foundation is looking for an organized, efficient, and detail-oriented administrative specialist to join its Operations Department. The Stanley Foundation offers a unique opportunity to be part of a mission-driven organization devoted to increased peace and security around the world. This full-time position provides direct administrative support to the director of operations and supports the operations team, all of whom are collectively responsible for ensuring that:

- The foundation is running efficiently, embracing operational innovations, and holding the organization to high standards of sustainability.
- The logistical elements of the foundation's events are professional and high touch, employ innovative tools and technologies, are inclusive and representative of the foundation's brand identity, and support content-driven goals.

About the Stanley Foundation

The Stanley Foundation advances multilateral action to create fair, just, and lasting solutions to critical issues of peace and security. The foundation's work is built on a belief that greater international cooperation will improve global governance and enhance global citizenship. The organization values its Midwestern roots and family heritage as well as its role as a nonpartisan, private operating foundation. The Stanley Foundation does not make grants but rather carries out its own programming.

Foundation policy programming relies heavily on policy dialogues (involving US and foreign government officials, influential scholars, journalists, and nongovernmental experts). The foundation's work also includes policy analysis and a wide variety of communication and advocacy activities to develop and build support for specific policy initiatives. Much of our programming activity is done collaboratively. More about the foundation and our work can be found at www.stanleyfoundation.org.

Essential Job Duties and Responsibilities

- **Administrative Projects and Tasks:** Supports the director of operations and department by completing a variety of projects and tasks. This may include creating, updating, and finalizing reports, memos, and correspondence; basic Web research; and other day-to-day support functions.
- **Travel Administration Support:** Supports the director and the department by assisting with tasks and processes related to travel. This may include booking airline tickets, processing airline club memberships, and liaising with the foundation's travel agency.
- **Technology Support:** Supports the director on projects related to the foundation's information technology security policies. This may include liaising with third-party service providers and staff to track staff use of computer hardware and software, and

providing support for video, audioconferencing, and other technology in the conference rooms.

- **Events:** Supports the vice president/director and operations staff in all phases of event administration, including:
 - Tracking use of foundation's credit card and work with operations team members to collect detailed invoices.
 - Verifying contact information of potential event participants and maintaining information in the foundation's database.
 - Processing travel reimbursements, invoice vendor payments, and event-related honorariums.
 - Organizing and planning events.
- **General:** Supports the director of operations and department with other duties as assigned. This may include acting as a liaison with a variety of internal and external contacts in order to obtain or relay information and arrange meetings.

Qualifications

- Two-year degree and minimum of two years of administrative experience in a professional environment or equivalent combination of education and experience. A bachelor's degree is preferred.
- Tech savviness, proficiency in Microsoft Office and Adobe Acrobat, and willingness to embrace relevant technology and actively improve skills through informal and formal learning. Experience using videoconferencing tools like Skype for Business, Zoom, Blue Jeans, and others.
- Expert organizational and prioritization skills, with demonstrated high attention to detail; proven ability to handle multiple activities and consistently meet deadlines.
- Strong communication and interpersonal skills, with demonstrated ability to convey written and spoken information in a clear, concise, professional, and collaborative manner.
- Ability to work independently as well as collaboratively.
- Experience proofreading and offering edits to material written by others.
- Ability to relate to others in an accepting and respectful manner that typically gains trust, understanding, and favorable responses.
- Willingness to travel occasionally and to work extended hours, sometimes with short notice.

The administrative specialist works under the direction of and reports to the director of operations. Applicants must be legally authorized to work in the United States. The Stanley Foundation offers competitive salaries and a full benefits package.

Location

This position is based at the foundation headquarters, in Muscatine, Iowa, a community of 23,000 on the Mississippi River. The area offers affordable housing and a variety of recreational opportunities. Iowa City, Iowa (population 70,000)—home of the University of Iowa and the nationally recognized University of Iowa Hospitals and Clinics—is a 45-minute drive from Muscatine. The Quad-City Area—comprising Davenport and Bettendorf, Iowa, and Moline and Rock Island, Illinois, with a combined population of

over 350,000—is just a 40-to-50-minute drive from Muscatine. The foundation allows flexible work hours and remote work for some positions with supervisor approval.

Application Directions

Please e-mail a letter of interest, resume, and references to the attention of:

Debra Hughes
Human Resources Generalist
The Stanley Foundation
209 Iowa Avenue
Muscatine, IA 52761
Phone: 563-264-6888
Email: position@stanleyfoundation.org

Deadline for application: This position will remain open until filled.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, age, disability, veteran status, pregnancy, gender identity, sexual orientation, or other characteristic protected by law.