



Join us as we catalyze marine conservation action

Administrative Assistant - Panama City, Panama

Overview

MarAlliance is an international non-profit organization that works to reverse the decline in select populations of large marine wildlife, notably sharks and rays, in data-poor tropical countries while supporting the conservation of their critical habitats and with the support of engaged stakeholder communities. To achieve this, we use a multi-pronged approach that integrates research, monitoring, capacity building, education and outreach, conservation action, economic supplementation and/or alternative livelihoods, food security support, and policy support, all while engaging dependent stakeholders, notably small scale fishers and coastal communities.

Our Vision: Marine wildlife thrive throughout healthy tropical seas with community support, and inspires conservation action.

Our Mission: Explore, enable and inspire conservation action for threatened marine wildlife, their critical habitats and dependent human communities.

Our team values entrepreneurship, community, science-based, continuity and integrity and these are the values we look for in prospective hires.

Terms of Reference

The primary objective of the Part-time Administrative Assistant position is to provide general administrative and programmatic support to MarAlliance's Panama Program and the Executive Director. The position will be based in Panama City, working virtually at the outset, with occasional local travel to field sites (up to 25% travel may be required).

Specifically, the **Administrative Assistant will be responsible for:**

- Routine office administration, including communications, programmatic and logistical support to other members of staff and both local and international contractors, including arranging accommodations for visiting staff and partners, assist in processing travel documentation, and coordination of activities for visitors;
- Financial data entry, follow up, and relay of project expenses. Monitoring of bank transfers, banking activities, legal compliance and expenditures in Panama in coordination with the accountant, Panama Coordinator, Project Assistants, and the Executive Director (ED);
- Support in drafting or revising correspondence, reports, and other deliverables including permit

- applications, annual project reports and outreach posts eg social media etc;
- Preparation of Terms of References, contracts and implementation of local payroll;
 - Assistance in the preparation and implementation of events, presentations, and meetings, including follow-through on arrangements pre and post meetings, printing and compilation of documents and other materials needed;
 - Monitoring of equipment/supplies inventory levels, maintenance of a supplier database, and recommendation when re-orders are necessary;
 - Ensure full maintenance of the organization's equipment and the storage facility;
 - Due diligence and assistance in ordering, receiving, stocking, and distribution of supplies and scientific samples;
 - Development and dissemination of press releases with team; develop and strengthen relationships with local and regional press contacts;
 - Any other related duties as assigned to support MarAlliance operations.

Key Values and Competencies

- Ability to work both independently and as functional team member;
- Focus on results, and responding positively to feedback;
- Diplomacy and political sensitivity;
- Accountability;
- Good communication skills;
- Excellent planning and organizing skills, with ability to deliver high quality results and against tight deadlines; attention to detail is a must.

Qualification requirements:

- A Bachelor's degree in Business Administration or Accounting is preferable with 3 years of work experience in administration (an Associate's Degree with 3 years of relevant experience will be considered)
- Previous experience managing a small office/small operation and organising events is an asset
- Proficiency in the use of major software packages (Word, Excel, Powerpoint, and Access)
- A commitment to actively work with the ED, National Coordinator and other team members;
- Strong organizational and communication skills, with attention to detail and follow-through;
- Bilingual (Spanish and English);
- Candidates must be Panamanian or have a Panamanian work permit.

Assets

- Knowledge of marine conservation issues, especially within Panama;
- Creativity, patience, and a sense of humor.

Pay will be commensurate with experience and qualifications. Please send your CV / Resume with 3 references and a letter of interest in an email with your first and last name and MAR-AA Panama in the subject line to info@maralliance.org by October 16th, 2020. Only shortlisted candidates will be contacted.