



united  
palestinian  
appeal

## **Job Announcement: Administrative Assistant**

**Position Type:** Full time, exempt (not eligible to receive overtime pay)

**Compensation:** Commensurate with experience

**Location:** UPA Office, Washington, DC

**Reports to:** Executive Director

### **Position Summary**

UPA is seeking a highly motivated and qualified individual interested in an administrative position as a valuable entry point into a non-profit career.

The Administrative Assistant is a member of UPA's administrative team and will work along with the Executive Director to support administrative roles within the D.C. HQ office.

### **Key Responsibilities**

#### *Administration*

The Administrative Assistant serves as the initial point of contact for telephone, electronic, and guest communications at the HQ office. The Assistant also performs several administrative functions including the management of calendars, coordination of appointments, arranging of travel, management of inventory and filing, management of donor and general mail, data entry, and some financial tasks.

### **Qualifications**

1. At least 3 years of employment experience (or relevant educational background) in administration, bookkeeping, or office management.
2. Fluency in Arabic is looked upon favorably.
3. Superior English speaking, writing, and editorial skills.
4. High proficiency in Microsoft office and computer literacy.
5. Bachelor's degree.
6. Positive professional attitude, self-motivated, and energetic.
7. Strong interpersonal and phone communication skills.
8. Meticulous attention to detail, thoroughness, and experience with data entry required.
9. Strong organizational skills, time management skills, and phone and email etiquette.
10. Knowledge of and interest in the Middle East, specifically Palestinian issues, would be viewed favorably.

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## **Application Process**

To apply, please do the following:

1. Submit a resume and one page cover letter to [employment@upaconnect.org](mailto:employment@upaconnect.org) with the subject: "HQ Administrative Assistant"
2. Complete the following survey: [UPA Administrative Assistant Survey](#)

Applications are reviewed on a rolling basis.

## **About UPA**

United Palestinian Appeal, Inc. is a 501(c)(3) New York not-for-profit corporation, with headquarters in Washington, D.C. and field and program staff in the West Bank, the Gaza Strip, Jordan, and Lebanon. Established in 1978 in New York by Palestinian-American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs.

UPA empowers Palestinians to improve their lives and communities through socially responsible and sustainable programs in health, education, and community and economic development.