



united  
palestinian  
appeal

## Job Announcement: Office Assistant

**Position Type:** Part time, up to 30 hours per week

**Compensation:** \$22-\$25 per hour

**Location:** UPA Office, Washington, DC (on location)

**Reports to:** Executive Director

### Position Summary

UPA is seeking a highly motivated and qualified individual interested in an administrative position in a growing and dynamic nonprofit organization. This role offers a unique opportunity to gain firsthand experience in nonprofit operations, insight into nonprofit management, and the chance to work closely with the Executive Director.

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

### Key Responsibilities

The Office Assistant is a member of UPA's administrative team and serves as the initial point of contact for telephone, electronic, and guest communications at the HQ office. This role involves a variety of administrative responsibilities, including calendar management, appointment coordination, travel arrangements, inventory and file management, handling of donor and general mail, and data entry. This role also involves assisting with a variety of human resources tasks, including recruitment and staff onboarding.

### Qualifications

1. At least 3 years of employment experience 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 submit a one to two page resume and one page cover letter to [employment@upaconnect.org](mailto:employment@upaconnect.org) with the subject: "Office Assistant"

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.