

Job Announcement: Administrative Assistant (Remote, Part-Time)

About Humanity Auxilium

Humanity Auxilium (HA) is an international non-governmental, non-profit organization registered as a charity in North America. Humanity Auxilium delivers emergency healthcare to displaced populations in a crisis *and* helps rebuild long-term healthcare infrastructure for a safer future. To meet the growing needs of its expanding humanitarian operations in Gaza and beyond, HA is currently seeking qualified and committed professionals to support the delivery of essential assistance and services to vulnerable populations.

Position Overview

We are seeking a highly organized and proactive **Administrative Assistant** to support our **Director of Operations and Development**. This is a **part-time, remote position** with the potential to evolve into a full-time role with additional responsibilities. The following job description is **not exhaustive**; additional responsibilities may arise as needed. The ideal candidate will have some experience in humanitarian operations and be capable of managing multiple responsibilities in a fast pace environment. Only applicants based in Canada or the United States will be considered for this position.

Key Responsibilities

- Assist the **Director of Operations and Development** with administrative and project-related tasks.
- Develop a **thorough understanding** of the organization's operations to answer inquiries from members and donors.
- Serve as the **primary point of contact** between the organization and its members, donors, and stakeholders.
- Organize meetings, including virtual and in-person, and **take meeting minutes**.
- **Maintain accurate and up-to-date records** of donors, volunteers, and other contacts.
- Act as a **liaison between the organization and the social media team**, ensuring accurate representation of our work.
- Occasionally **update the organization's website** with relevant content and announcements.
- Compose and send a **bi-monthly newsletter** to keep supporters engaged and informed.
- Design **brochures, flyers, and promotional materials** for fundraising events.
- **Prepare** reports, presentations, and documents as needed.
- Manage and respond to **phone calls** and **emails** promptly and professionally.
- Occasionally **attend virtual meetings** with other agencies which may take place **outside standard business** hours due to global time zone considerations.

Qualifications & Requirements

- **Native English speaker** (fluency in Arabic is a plus but not required).
- Strong **written and verbal communication skills**.
- Experience in **administration, communications, or nonprofit work** is preferred.
- Proficiency in **Microsoft Office, Google Workspace, and basic website management**.
- **Graphic design skills** for creating promotional materials (e.g., Canva, Adobe, or similar).
- Comfortable with **flexible working hours**, including occasional late-evening or early-morning meetings.
- Self-motivated, detail-oriented, and able to **work independently in a remote setting**.

Position Details

- Part-time (with potential for full-time expansion).
- Remote position with flexible hours.
- Compensation to be discussed privately with the selected candidate.

Contact:

- If interested, please submit your resume and a cover letter to Dr. Faiza Hussain at drfhussain@humanityauxilium.com. Applications will be accepted until the position is filled. Early applications are encouraged, as interviews may be conducted on a rolling basis. HA is an equal opportunity employer and is committed to a fair, inclusive, and non-discriminatory hiring process. We strongly encourage applications from individuals of diverse backgrounds. We are dedicated to building a team that reflects the communities we serve.