

GFLEC Operations and External Relations Assistant

Title of Position: Operations and External Relations Assistant

Job type: Part-time (10-15 hours/week)

Location: George Washington School of Business

Start Date: ASAP for training or Spring Semester 2017

GFLEC Description

The Global Financial Literacy Excellence Center (GFLEC) is one of the leading research centers on financial literacy and financial capability. GFLEC produces high quality research to illustrate the extent of financial illiteracy through the world and to study its consequences on the individual and society. Housed within the School of Business at George Washington University in Washington, D.C., GFLEC is reflective of expertise not only in financial literacy, but also in the translational power of academic research to inform change on the macro level, including influencing policy and changing practitioner practices. For more information on the Center please visit <http://www.gflec.org/>.

Position Description

GFLEC is currently looking for one part-time undergraduate Operations and External Relations Assistant to join its team. The Assistant will assist the GFLEC team in achieving the short- and long-term goals for the Center. The incumbent will maintain GFLEC's database on Salesforce, compile expense reports, assist with event planning, conduct background research for research projects, and edit research papers. You will be responsible for balancing multiple priorities and deadlines. Taking initiative is highly valued and being able to work successfully with little supervision is required. You will be part of a small, focused team working to conduct and disseminate high-quality financial literacy research around the world. We are seeking highly motivated individuals that are organized and able to work independently.

Job tasks:

- Maintain GFLEC's database on Salesforce (create new records, generate reports, create mailing lists, draft and send mass emails)
- Compile expense reports
- Assist with event planning and staffing
- Schedule rooms for meetings and seminars
- Organize collateral materials for distribution and prepare GFLEC information folders
- Maintain the research center's email account
- Draft social media commentary and mass emails as needed
- Conduct background work for research projects
- Edit GFLEC research papers and other documents
- Miscellaneous tasks as needed

Required Skills:

- Attention to detail
- Ability to communicate effectively with other team members
- Careful record-keeping and organizational skills
- Proficient using Microsoft Office (Word, Excel, and PowerPoint)
- Ability to quickly learn software programs
- Anticipate needs of a project and adapt to fast-paced environment
- Self-starter

Preferred Skills:

- Proficient using both PC and Mac computers
- Interest in financial literacy and financial education
- Previous experience using Salesforce or similar database platform
- Experience planning events