

July 25, 2022

POSITION ANNOUNCEMENT
Intern: Administrative Assistant



ABOUT WCI

Mission – Women's Centers International

501c3 public benefit corporation established 2011

WCI creates safe gathering places in environments that exclude women from key resources. A Center provides skills training and a support network to foster women's agency over their lives. A Center promotes healing and growth, enabling each woman to build the future she desires for herself, her family, and her community.

Vision

A global, interconnected network of Women's Centers, elevating the talents of millions of previously excluded women in a Movement that achieves gender equality and the ascendance of women's priorities in shaping humanity's future.

WCI's Innovative Model

A Women's Center retrieves the centuries-old tradition of women uniting for common purpose and elevates that dynamic tradition by delivering key resources a safe environment. A Center's programs holistically serve women's *interrelated* needs:

- Livelihoods – entrepreneur, vocational, and computer training;
- Health – education in reproductive and child health, harmful traditional practices, menstrual hygiene, infectious diseases, and substance abuse recovery;
- Education – courses in literacy and for completion of primary education, assistance with access to secondary and tertiary education opportunities;
- Protection and Psychological Health – gender-based violence awareness and prevention; trauma-informed counseling for survivors;
- Housing – assistance with placement in shelters or permanent housing.

The Model helps women build their power as key positive influencers of family and community life. It is adaptable in any culture, in both urban and rural settings WCI provides a comprehensive **Guide** to assist each new Center to become a locally managed, sustainable community asset.

WCI's Centers

WCI opened Baraka Women's Center in Nairobi, Kenya in 2012 and Oakland Women's Center in California, USA in 2015. Together the Centers have served nearly 1,500 women and hundreds of their children.

Position/Title: Administrative Assistant

Unpaid, but stipend provided for transportation within the SF Bay Area

This may become a paid position if the fit is good.

Responsibilities

1. Provide timely support on a variety of administrative tasks as requested by the Executive Director;

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2. Help organize meetings and trainings;
3. Attend conferences, seminars, meetings as requested by the Executive Director.
4. Complete monthly work timesheets.

Qualifications

1. 1-2 years of experience providing administrative support;
2. Knowledge and understanding of issues and dynamics of the women's equality movement;
3. Ability to conduct research as requested;
4. Detail oriented with good writing skills;
5. Ability to communicate clearly;
6. A sense of humor;
7. Fluency with the Word suite of applications.

Timeframe

Duration: Start and end dates are flexible; a minimum commitment of four months is optimal;

Hours: Hours are flexible and available on a part-time basis; however a minimum of 15 hours per week is preferred.

Scheduling: Scheduling is flexible and may vary based on organizational events and project deadlines.

Training Required: Training and orientation will be provided during the first three weeks.

Location: WCI's office is located near downtown Oakland. Weekly in-person meetings are optimal, however much of the position's activities can be done virtually.

Interested applicants please send:

- Cover letter outlining skills and interest in working with WCI
- A completed application - form downloadable from the WCI website under "[GET INVOLVED](#)"
- Current resume to recruitment@womenscentersintl.org