

## **International League Against Epilepsy: Administrative Assistant - Partnerships and Programs** **(<https://www.activelink.ie/node/110256>)**



### **Administrative Assistant: Partnerships and Programs**

The International League Against Epilepsy (ILAE) is the world's preeminent association of healthcare professionals and scientists working toward a world where no person's life is limited by epilepsy. The League is a non-profit organization with its global headquarters in the US and a European office in Ireland supported by staff working remotely from a large number of locations worldwide.

Established in 1909, ILAE is one of the oldest international neurology subspecialty organizations currently consisting of 123 National Chapters covering 132 countries and a global membership of over 25,000 health professionals.

The League is seeking an Administrative Assistant based in either UK or Republic of Ireland to provide support to the Senior Manager, Partnerships and Programs, with scheduling, administration, correspondence and event organization.

The position is entirely home based with the exception of twice-yearly travel to Dublin for team meetings and as needed, up to quarterly in-person planning meetings with the Senior Manager and Executive Director and/or onsite administrative support during Congresses.

The incumbent would be expected to work full time equivalent hours though candidates able to work a minimum of 30 hours a week would be considered. Although most hours will be within the normal working day, there will be a need for some flexibility to accommodate the need for some limited (on average no more than two hours once a month) weekend work and the occasional early start or late finish (7am earliest, 9pm latest, on average no more than four times in any given month) to align with business needs that span global time zones.

All working patterns will be agreed ahead of time through an open discussion between the employee and the supervisor so that both individual and organizational needs are well respected. ILAE is a highly flexible employer that places well being at the center of all that we do and focuses on delivery and achievement rather than just time spent at the desk.

### **Duties and responsibilities include, but may not be limited to, the following:**

#### **Program Support**

- Support the ILAE Commissions, Special Taskforces, Sections and Councils with scheduling and organization of meetings
- Ensure that the monday.com workspaces are kept up to date and assist the Chairs in tracking activities and progress with programs
- Support finance administration aspects of the work under the direction of the Senior Manager

#### **Partnership Support**

- Support the Senior Manager in keeping up to date the Partnership and Sponsorship Database
- Assist with regular communications and correspondence related to strengthening our partnerships and external relations
- Arrange meetings with partners for the Senior Manager, Executive Director and/or President as required

#### **Event Support**

- Provide administrative and zoom/webinar support as required for events being organized by the Partnerships and Program department
- As required, provide additional support during any major ILAE event
- As part of the Admin Assistant team, provide cover during annual or other leave

## Executive and Committee support

- Support, as required, the Senior Manager and Executive Director with successful planning, coordination, and execution of Executive Committee meetings and in-person retreats, including logistics and travel, preparation of meetings, recording meeting minutes and providing assistance with follow up on action items

## Education and experience requirements

- Bachelor's degree or equivalent combination of training and experience
- Proficiency with MS Office (Outlook, Word, Excel, Adobe Acrobat)
- Experience with using zoom, doodle, survey tools such as Survey Monkey and monday.com Forms and/or high comfort level and willingness to learn new software applications

## Skills

- Fluency in English with strong oral and written communication skills
- Organized and manages time well
- Problem solver, critical thinker
- Detail oriented
- Works well independently but also team-oriented
- Culturally aware and embraces the values of the organization

## Residency and work permit

- Although the position is a remote, work from home position, for tax purposes the position holder must be resident in the UK or Republic of Ireland and eligible to work in that country.

**Applications can be sent to: [gobrien@ilae.org](mailto:gobrien@ilae.org) (<mailto:gobrien@ilae.org>)**

Closing date: 13 September 2024

Work: Remote working

Applicants must reside in Ireland or UK only

### Region

Remote

### Date Entered/Updated

15th Aug, 2024

### Expiry Date

13th Sep, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/110256-international-league-against-epilepsy-administrative-assistant-partnerships-and-programs>