



Administrative Program Assistant (Part-time) Eurasia Programs

Freedom House promotes the spread of freedom and democracy around the world through research, advocacy, and programs that support frontline activists. We are a leader in identifying threats to freedom through our highly regarded analytic reports, including *Freedom in the World*, *Freedom of the Press*, *Freedom on the Net*, and *Nations in Transit*. With 13 field offices and two U.S. offices, we **support the right of every individual to be free.**

Position Summary

The Administrative Program Assistant will assist with office administration, provide logistical support for program activities, and assist in financial reporting and communications by maintaining contact databases to support our USAID-funded human rights program in Kazakhstan. This position is based in Almaty, Kazakhstan and reports to the Project Director. **This is a part-time contractual position lasting 1 year.**

Minimum Qualifications

- Bachelor's degree in political science, international relations, or related field; Master's degree or advanced finance degree preferred
- Minimum six months related experience or combination of education, training and experience
- Expert ability to communicate effectively in English and native Russian, both orally and in writing
- Ability to communicate in native Kazakh would be an advantage
- Mastery with MS Office Suite specifically Word, Excel, PowerPoint and Outlook
- Previous office administrative and budgeting experience
- Basic knowledge and understanding of general accounting concepts
- Excellent organizational skills and ability to determine priorities and meet multiple deadlines
- Detail-oriented individual with strong multi-tasking abilities
- Ability to work independently and collaboratively with a program team
- Ability to maintain the highest degree of confidentiality regarding all aspects of work at all times

Some Duties and Responsibilities

- Assist in compliance with Freedom House, USG, and other grant regulations
- Organize program logistics and provide administrative support
- Make travel arrangements and organize logistics for visits, meetings, etc.
- Organize events/meetings in Almaty and abroad related to Freedom House programs
- Assist in financial management, including preparation of monthly financial reports
- Assist in the preparation of proposals, press releases, and speeches
- Help maintain databases and mailing lists
- Assist with other administrative duties as assigned.

Qualified and Interested applicants

We invite qualified candidates to send a resume, and cover letter with salary history and desired salary (only candidates who send salary requirements will be considered for the position) to: recruiting@freedomhouse.org or fax at (202) 822-3893, Attention: HR Dept., **referencing 2013-089 APA Kazakhstan** in the subject line. Only candidates who have been selected for an interview will be contacted.