DRC Headquarters:
Ave Jean Miruho 3 No 24
Quartier Panzi, Commune Ibanda,
Bukavu, South Kivu, DRC

US Office:
5185 MacArthur Blvd. NW
#708
Washington, DC 20016

Part-Time Administrative Assistant

Location: Panzi Foundation, U.S. Office (Washington, D.C.) – Hybrid/Remote flexibility
Employment Type: Part-Time (20-25 hours per week)

About Panzi Foundation
The U.S. Office of Panzi Foundation supports the lifesaving work of Panzi Hospital and Foundation in the Democratic Republic of Congo, providing holistic care to survivors of sexual violence and advancing gender justice. Through advocacy, partnerships, and fundraising efforts, we work to amplify the voices of survivors and support sustainable healthcare solutions in the region.

Position Overview
Panzi Foundation is seeking a detail-oriented and motivated **Part-Time Administrative Assistant** to support our U.S. office operations. The ideal candidate is organized, proactive, and passionate about our mission. This role will provide essential administrative and operational support to ensure the efficiency and effectiveness of our team.

Key Responsibilities

Development Operations:
- Coordinate individual giving management through CRM system, ensuring regular donor data entry, gift receipts
- Support monthly reconciliation process between development and finance, ensuring accuracy of CRM revenue reports
- Ensure up to date and well-organized document and project management software, including Notion, Box, and OneDrive.
- Triage and distribute requests coming to info@ email and voicemail between team members focused on development, media, and advocacy.

Administrative Support:
- Assists with staff travel arrangements, including processing reimbursements and submitting receipts to Finance Manager.
- Translates written materials, such as grants, reports, and correspondence, between English and other languages as needed.
- Conducts research for both administrative purposes (searching for event venues, procuring vendor quotes) and programmatic purposes (white papers and concept notes, funding opportunities, current events, etc.).

- Assists in annual budgeting and audit process, as well as managing insurance renewals.

Communications:
- Provides assistance with organizational communications, including website content, newsletters, and social media posts.
- Helps to manage media requests and inquiries.

Other duties as assigned.

Qualifications & Experience
- Bachelor's degree or equivalent years of experience in a relevant field.
- Minimum of 2 years of experience in an administrative, office support, or nonprofit role.
- French language proficiency is preferred but not required.
- Experience in fundraising support or donor relations is a plus.
- Familiarity with database management (CRM systems, donor databases, financial software, or similar tools).
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Excellent organizational and time management skills with keen attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a small, dynamic team.
- Passion for Panzi Foundation's mission and a commitment to social justice and human rights.

Compensation & Benefits
- Competitive hourly wage, commensurate with experience.
- Flexible work schedule with hybrid/remote options.
- Opportunities for professional development and growth within the organization.

How to Apply
Interested candidates should submit a resume and a brief cover letter outlining their qualifications and interest in the position to **careers@panzi.org** with the subject line: **"Part-Time Administrative Assistant Application – [Your Name]."**

Applications will be reviewed on a rolling basis until the position is filled. Please note that only shortlisted candidates will be contacted. We kindly ask that applicants refrain from following up on their application status. Thank you for your understanding!

*Panzi Foundation is an **equal opportunity employer** and values a diverse workforce. We strongly encourage candidates from diverse backgrounds to apply.*