

MedicalAidFilms

Executive Assistant – Volunteer role

Medical Aid Films

Medical Aid Films (MAF) is a small, but fast-growing, NGO that uses film and innovative media to transform the health and wellbeing of women and children around the world. We bring together world class health expertise with creative film makers, to develop quality, resource-appropriate film and animation to support education and training in low-income countries about women's and child health.

We are looking for a keen and ambitious volunteer to be part of something extraordinary – contributing to the work of Medical Aid Films. This volunteer role is a great opportunity to build experience and understanding of the NGO/International development sector – and work within a friendly team at our office in Canary Wharf, London.

We are looking for someone confident, resourceful and efficient, with good attention to detail and who is passionate about using their initiative and intuition to ensure the work of the charity runs smoothly.

You will be a team player who enjoys working closely with other people but is also motivated when working alone. You will be positive and personable, taking pride in acting as the front line for the CEO and other Senior Managers.

Required skills: Microsoft Office, IT literate, highly organised, knowledge of office administration, fluent English. Use of databases (knowledge of Salesforce) an advantage.

To apply

You should be able to commit to 3 days a week for a period of 3-6 months.

Please apply with a cover letter and CV to finance@medicalaidfilms.org

Applications being accepted on a rolling basis.