



DISTRIBUTE AID

About The Role

Job title: Executive Administrator

Reporting to: Director

Length of commitment: 6 months with a 1 month trial period, starting in August (somewhat flexible). Potential to extend the commitment beyond 6 months if desired.

Hours of work: Full-time, 8 hours per day, 5 days per week (Saturday-Sunday off)

Benefits:

- A cost-of-living stipend of €250 per month.
- Free accommodation with your own room in Belgrade city.
- An additional 1 day off per month, and 2 weeks of vacation within each 6 month period.

Please send all applications with a CV and cover letter to join@distributeaid.org by July 18.

Main Responsibilities

- Communicate with external grassroots partners about a variety of topics. For example, understanding and showcasing their work on social media including asking for pictures of shipments and making sure they feel comfortable whenever we post about them; sending shipment quotes; tracking and sending shipment invoices; and gathering feedback from grassroots organisations we support and reporting on this feedback to our team.
- Prepare and lead a weekly admin meeting of the entire Belgrade team to coordinate tasks across the organisation.
- Under supervision, and with past templates to follow, produce organisation overviews and reports, such as monthly overviews, quarterly reports, financial reports, etc. Some of these reports showcase our impact to donors, partners, grant givers, etc. in engaging ways, so they are incredibly important.
- Assist our director in managing workflows within the organisation. This includes onboarding, keeping remote volunteers in the loop, and helping to manage our Notion and Google Drive workspace.
- Track the internal finances of our organisation, with support from the Director and Operations Director. This occasionally includes paying invoices.
- Manage Distribute Aid's digital footprint and the ways we tell our story online. This entails maintaining our presence on Facebook, Instagram, Twitter, LinkedIn, Patreon, and the content of our website. It includes leading a weekly social media planning meeting, carrying out research for aid movement context posts, drafting posts to be approved by senior team members, making graphics in Canva and Prezi, posting on



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Main Responsibilities (Continued)

social media with appropriate tags of relevant parties, responding to direct messages, and filming and editing team members talking about the month in review each month for a video for Patreon.

- Manage relevant online tools for our organisation and explore opportunities for new tools. This usually involves seeking non-profit discounts. By "tools," we mean things like Prezi, Zoom, etc.
- Manage our CRM.
- Manage the portion of our fundraising efforts which involves finding and applying for awards and grants by telling our story in engaging ways.
- Using your knowledge of our administration to independently generate other projects that you are excited to work on!

Pre-Requisites

- Fluent in English. Strong written English skills.
- Proven commitment to humanitarian work.
- Personal experience with at least two of the following social media platforms: Facebook, Twitter, Instagram, LinkedIn. Experience with managing business/organisation pages on these platforms is desirable but not required.
- Experience using G Suite/Google Workspace software (Google Drive, Google Docs, Google Sheets, Gmail, etc.). Experience using enterprise-grade CRM software is desirable but not required.
- Experience running fundraising activities and applying for grants highly desired but not required.
- Experience using Canva and Prezi, OR experience with other graphic design tools and a willingness to learn Canva and Prezi.
- Ability to work in a fast-paced work environment which requires you to actively prioritise various tasks.
- Have your own laptop and phone.
- Can legally travel to and live in Serbia. Can legally travel to the UK and Schengen area is desirable but not required.

NOTE: *We expect the finer details of your work and the division of responsibilities and roles between yourself and other members of the team to change over time. You will be encouraged to direct this change as you identify new ways we can help and advocate for new projects.*

About Distribute Aid

Founded in 2019, over the past few years Distribute Aid has grown into one of Europe's largest grassroots logistics organization. In that time we've sent 50 full trucks and containers of humanitarian aid between 100+ small charities and organizations in 12 countries. We are always tackling new challenges to push the boundaries of grassroots mutual aid movements, and currently run projects extending across the entire supply chain.

Our mission is to use our logistics and technology expertise to increase the efficiency of humanitarian aid supply chains that benefit displaced people.

Our approach is to build open-access physical and digital infrastructure that any humanitarian aid organisation can use. We are a highly collaborative and transparent organization that helps our partners grow their own efforts by sharing information, resources, and decision making.

Our impact has led to a 2.5x efficiency gain across our supply chain by increasing coordination, reducing costs, saving volunteer time, and preventing waste. Every €1 we spend on administration, projects, AND logistics delivers over €20 worth of aid to frontline organizations.

Our Values

Transparent - We believe in sharing our knowledge, experience, and techniques, to help improve other supply chains, even if we are not involved. The end receiver of aid is who matters

Results Driven - We need to adapt our services, to what works best for the groups we support in the moment

Proactive - Planning now saves time when we are forced to react quickly in the future

Pull, Not Push - We represent the groups on the frontline to minimise waste across the supply chain. We only send aid that we know is needed, and that has been asked for by the groups

Collaborative - We believe that working together opens new opportunities and doors to access a wider range of partnerships, providing the opportunity for more in-kind donations, cheaper shipments, and better discounts.

Carbon Neutral - Working in the supply chain, we need to be conscious of our carbon footprint. All our main leg shipments are already carbon neutral. By the end of 2021, we want to have a 100% carbon neutral supply-chain

Impartial & Unconditional - We ensure that any aid that we help to coordinate the distribution of is delivered freely and fairly by frontline groups.

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