

EXECUTIVE ASSISTANT

Young Women/Men of Purpose (YWOP/YMOP)

Reports To	Executive Director
Division	Office of the Executive Director
Employment Type	Part-Time (20-25 hours weekly)
Location	Kingston, Jamaica (Hybrid – Remote with Required Field Work)
Effective Date	May 2026
Salary	\$960,000 JMD per Annum

Organisation Overview

Young Women/Men of Purpose (YWOP/YMOP) is an award-winning non-governmental organisation established in 2009. For over sixteen years, we have delivered career mentorship, personal development programming, entrepreneurship training and support, scholarships and community outreach activities to young women and men between the ages of 13 and 32 across Jamaica, impacting thousands of youths in underserved communities.

Our three social enterprises, Link Your Purpose, the R.E.A.P. Entrepreneurship Academy, and Clear Purpose Spring Water, amplify our mission and contribute to the organisation's long-term sustainability. We work in close collaboration with local and international funders, corporate foundations, government ministries, community partners, and volunteers to create measurable, lasting change.

Position Overview

The Executive Assistant (EA) is a strategic support partner to the Executive Director and senior leadership team of YWOP/YMOP. This role goes beyond traditional administration, the EA acts as a trusted extension of the Executive Director, enabling high-level decision-making, protecting leadership bandwidth, and ensuring the organisation operates with excellence and agility.

The ideal candidate is a proactive, highly organised professional who thrives in mission-driven environments, demonstrates strong digital fluency, and brings an unwavering commitment to confidentiality, discretion, and youth development.

Key Responsibilities

1. Executive & Strategic Support

- Serve as the primary point of contact for the Executive Director, managing all internal and external communications with professionalism and discretion.
- Maintain and proactively manage the Executive Director's calendar, including scheduling high-priority meetings, donor engagements, board sessions, and government liaisons.
- Prepare briefing notes, talking points, presentations, and background research to ensure the Executive Director is fully prepared for all engagements.

- Draft, review, and proofread high-level correspondence, proposals, reports, and board papers on behalf of the Executive Director.
- Track strategic priorities and organisational objectives and key results (OKRs), providing timely reminders and follow-up on action items arising from leadership meetings.
- Support the preparation and coordination of board and team meetings, including agendas, minutes, and governance documentation.

2. Programme & Project Coordination

- Support the Programme/Project Teams to coordinate logistics for flagship programmes including the REAP Entrepreneurship Programmes, Link Your Purpose mentorship sessions, and other key projects.
- Liaise with programme managers to monitor project timelines, deliverable schedules, and reporting deadlines to funders and partners.
- Maintain accurate programme records, including attendance data, participant progress reports, and impact metrics aligned to organisational M&E frameworks.
- Support grant administration by tracking reporting cycles, compiling programme data, and coordinating inputs from relevant team members.
- Assist in the preparation of donor reports, concept notes, and organisational profiles for funding applications.

3. Stakeholder & Partnership Relations

- Serve as a professional liaison to key stakeholders including funding agencies, government ministries, corporate partners, and community organisations.
- Coordinate logistical arrangements for stakeholder visits, partner meetings, MOU signings, and collaborative events.
- Manage the organisation's stakeholder contact database, ensuring accuracy and timely updates.
- Represent the organisation with poise and professionalism at external engagements when required.

4. Office & Operations Management

- Oversee day-to-day office operations, ensuring efficient and effective administrative workflows.
- Manage procurement of office supplies and equipment, ensuring cost-effectiveness and accountability.
- Maintain a structured and secure digital and physical filing system for all administrative, financial, and programme records.
- Administer the organisation's Microsoft 365 or Google Workspace environment, including shared drives, calendars, and communication tools.
- Liaise with external vendors and service providers as needed.

5. Data Management & Reporting

- Collect, enter, and manage data across programme and organisational databases with a high degree of accuracy.
- Generate dashboards, summary reports, and data visualisations to support leadership decision-making.
- Assist in quarterly and annual organisational reporting, compiling data from all departments and social enterprises.
- Support the monitoring and evaluation team in tracking key performance indicators (KPIs) for youth outcomes and programme effectiveness.

6. Communications & Digital Presence (Support)

- Assist the Communications team to draft and proofread organisational communications including newsletters, press releases, partnership announcements, and internal memos.

- Collaborate with the communications team to support content creation for social media platforms, the organisation's website, and digital campaigns.
- Assist in preparing and disseminating impact stories and case studies that elevate YWOP/YMOP's brand and visibility.
- Ensure timely and professional responses to email inquiries directed to the Executive Office.

7. Event Coordination

- Lead logistical planning and execution for high-profile events including conferences, awards ceremonies, stakeholder gatherings.
- Coordinate venue sourcing, catering, A/V, invitations, RSVPs, and post-event follow-up for all Executive-level events.
- Support the marketing and promotion of organisational events to maximise participation from target youth demographics and key stakeholders.
- Prepare post-event reports including attendance data, participant feedback, and media coverage summaries.

Qualifications & Requirements

Education

- Bachelor's Degree in Business Administration, Management, Communications, or a related field required.
- A postgraduate qualification or professional certification (e.g., Project Management, Executive Administration, or Nonprofit Management) is a strong asset.

Experience

- Minimum of 2 years' experience or equivalent in an executive assistant, senior administrator, or project coordinator role, preferably within the nonprofit, development, or public sector.
- Demonstrated experience supporting C-suite or senior leadership in a fast-paced organisation.
- Experience working with youth-serving organisations, community development, or social enterprise is a significant advantage.

Technical Skills

- Advanced proficiency in Microsoft 365 Suite (Word, Excel, PowerPoint, Outlook, Teams) and/or Google Workspace.
- Familiarity with project management tools such as Asana, Trello, Monday.com, or similar platforms.
- Proficiency in data entry, database management, and basic data analysis and reporting.
- Working knowledge of social media platforms and digital communications tools.
- Experience with CRM or beneficiary management systems is an asset.

Core Competencies

- Exceptional written and verbal communication skills in English; ability to communicate clearly across diverse audiences.
- Superior organisational and time-management skills with the ability to manage competing priorities without loss of quality.
- High emotional intelligence, discretion, and the ability to handle sensitive and confidential information with integrity.
- Strong analytical and problem-solving skills with a solutions-oriented mindset.
- Demonstrated initiative and ability to work both independently and collaboratively within a team.

- Deep passion for youth development, community empowerment, and social impact.
- Flexibility to work non-standard hours and travel within Jamaica as required.

Why Join YWOP/YMOP?

At YWOP/YMOP, you will be more than an administrator, you will be a catalyst for change. You will work at the heart of a internationally recognised organisation that has transformed thousands of young lives across Jamaica. We offer a collaborative, purpose-driven work environment, opportunities for professional development, and the privilege of contributing daily to a mission that matters.

Application Process

Interested candidates are invited to submit the following to the Careers Team:

- A current Curriculum Vitae (CV) / Résumé
- A cover letter addressing your fit for this role and passion for youth development
- Copies of relevant academic and professional certifications
- Contact details for two professional references

Applications must be submitted to:

careers@ywop.org | Subject Line: Executive Assistant Application — [Your Name]

Application deadline: April 30, 2026. Only shortlisted candidates will be contacted.