



VACANCY ANNOUNCEMENT PROGRAMME ADMINISTRATIVE ASSISTANT

BACKGROUND ORGANIZATION

Circle of Care Jamaica was established to offer holistic care and support services to individuals impacted by physical, emotional, or sexual abuse. The organization's aim is to create a supportive environment, built on our core values of C.A.R.E., to increase awareness and access of support services for survivors while advocating for preventive measures to protect women and girls from abuse. Our CARE core values are:

C – Confidential, safe spaces

A – Access to information, support services, and resources.

R – Restoration and Rehabilitation

E – Empowerment

Circle of Care Jamaica is seeking a Programme Administrative Assistant to provide administrative, logistical and programme support to our growing organization.

SUMMARY OF DUTIES

The Programme Administrative Assistant will support the effective delivery of Circle of Care Jamaica's programmes and activities by coordinating documentation, schedules, meetings, records, logistics, procurement and general programme administration. The successful candidate will work closely with the Executive Director, Programme Officer, volunteers, partners and other stakeholders.

KEY RESPONSIBILITIES:

- Provide administrative and logistical support for programmes, workshops, outreach activities and meetings.
- Prepare and maintain programme documents, correspondence, reports, minutes and presentations.
- Coordinate calendars, schedules, meetings and programme activities.
- Maintain accurate and secure programme records, attendance information and trackers.



- Support procurement, payment documentation, inventory and activity logistics.
- Assist with programme data and information required for reports and donor updates.
- Support approved communications, social media and community awareness activities.
- Maintain confidentiality and comply with safeguarding, data protection and organizational policies.

QUALIFICATIONS & EXPERIENCE:

- High school diploma/certificate or equivalent.
- Minimum **one (1) year of experience** in administration, office support, programme support or a related area.
- Strong organizational, interpersonal and communication skills.
- Proficiency in computer applications and digital administrative tools.
- Experience in a nonprofit, community-based or social-service environment is an asset.
- A diploma in Business Administration, Management Studies, Public Administration, Social Sciences, Nonprofit Management or a related field is an asset.

POSITION DETAILS:

Employment Status: Full-Time

Duration: 1 year, with possibility of extension

Remuneration: J\$100,000 monthly

Reports to: Executive Director

How to Apply:

Interested candidates are invited to submit their **CV and a brief cover letter** outlining their suitability for the position to info@circleofcarejamaica.org.