



## Executive Project Assistant

To apply, go to <https://www.heifer.org/about-heifer/careers/view-all-jobs.html>.

For generations, Heifer International has provided resources and training for struggling small-scale farmers in order to give them a chance to change their circumstances. But solving hunger and poverty on a global scale requires focus on sound, community-based work aligned with a long-term commitment to achieving self-reliance.

As part of our commitment, we have taken on an ambitious goal of bringing 4 million families out of poverty by 2020. We are looking for resilient, eager, and innovative individuals to help us reach this goal. To that ends, the necessary work will be intense, and at times challenging, but we promise it will be one of the most rewarding things you do.

Heifer Labs was created as a separate department within Heifer International as an initiative to find lean and agile start-up approaches to secure USD \$50 million in unrestricted funding by 2025.

We are seeking an *Executive Project Assistant* who works directly with our Chief Executive Officer (CEO) and other key stakeholders to bring this vision to life. This will be a one-year assignment (consideration for extension will be reviewed after a year). Position must be based in Little Rock, Arkansas at Heifer International Headquarters.

### **This is what we will require:**

- A deep passion for what we do and the people we serve. This will be more than a job, but a purpose.
- Serious digital smarts and understanding of how data drives business outcomes.
- An ability to quickly understand, navigate and support our fast-paced evolving environment.
- A rock star who has participated in a start-up and can demonstrate all necessary considerations and steps.
- Expertise in data collection, analytics and report writing.
- An individual with an out-going personality who is able to communicate with staff at all levels with confidence and poise. A sense of humor is a must!
- Dedicated to putting in the hours it takes to meet the goal, while being highly organized, able to juggle many commitments, and meet demanding deadlines.
- Deep understanding of the digital space (either learned on the job or through education).
- A minimum of a Bachelor's degree.
- A love for travel, as you will spend 30-40% of your time traveling internationally.

### **Here is what you will get to do:**

- Work directly with and support a fast-paced and energetic CEO through the start-up of a new way for Heifer to secure funds.
- Be at the forefront of a cutting-edge initiative for Heifer International.
- Conduct a deep-dive and environmental scan of those already succeeding in this work.

**Here is how we will reward and retain you:**

- An excellent benefits package that rivals other NGO's.
- Ability to work with some of the brightest minds in the NGO world.
- A fun, rewarding environment. We work hard, but we also play hard. We have on-site events aimed at staff wellbeing and engagement, while learning about our mission.
- Understanding of how you contribute to our mission.
- Allow for a flexible and innovative work environment.