



TIRF – Executive Assistant Job Description

Job Title:

Executive Assistant

Organization:

The International Research Foundation for English Language Education (TIRF)

Organization Overview:

What is The International Research Foundation for English Language Education (TIRF: <https://www.tirfonline.org/>)? TIRF is a U.S.-based nonprofit organization focused on improving English language education research around the world. Through engaging in various research-based programs and services, TIRF creates access and opportunities for individuals and communities in our multicultural world by advancing research on English language education and multilingualism.

Background:

Under the direction of TIRF's Vice President and Chief Operating Officer, this person will carry out a variety of administrative responsibilities. While the position involves some basic clerical tasks, a number of executive assistant-level tasks will be performed. This is a part-time, remote staff position.

The position requires strong organizational skills as well as excellent teamwork and communication abilities. Solid computer skills are also expected in order to create and disseminate promotional materials, manage communications with internal and external stakeholders, assist with fundraising efforts and service planning and delivery, and perform website design and management duties. Bilingualism is also expected, with English being the language of communication with the TIRF Vice President and Chief Operating Officer, as well as the majority of stakeholders; however, fluency in Mandarin Chinese is required, in order to assist with TIRF's development efforts in China.

The role of TIRF's Executive Assistant demands taking initiative on projects; maintaining a strong, independent work ethic; and demonstrating a high-level of professionalism at all times. Discretion is a necessity, due to the confidential nature of a number of TIRF activities. Excellent time management skills and the ability to multitask are crucial.

Essential Responsibilities:

- Communicate with Board members, donors, scholarship recipients, and the general public
- Manage TIRF records
- Create and manage TIRF website and social media content
- Assist TIRF leadership with development opportunities in China
- Help produce TIRF's monthly newsletter
- Process donations and confidentially maintain donor records
- Process payment requests and maintain records
- Support and promote TIRF's development, service, and fundraising activities
- Assist in preparing for TIRF Board and non-Board meetings
- Assist in overseeing a team of undergraduate-level interns in China
- Help manage annual grant, award, and prize programs (e.g., liaise with TIRF personnel, advertise annual programs, solicit proposals, monitor proposals for completeness, distribute proposals to



reviewers, share results with applicants, provide content for drafting reports to partnering organizations concerning program results)

Skills, Knowledge, & Abilities:

- Skillful in managing various types of projects while ensuring deadlines and goals are met
- Knowledge of machine translation tools for helping to build TIRF's presence and influence in China
- Create social media campaigns to promote TIRF's activities through Facebook, LinkedIn, and WeChat
- Fluency in both English and Chinese, in order to assist TIRF representatives, as needed, in communications with Chinese stakeholders
- Ability to lead a team of interns and ensure the quality of their outputs and deliverables
- Familiarity with TIRF's mission and history
- Knowledge of planning for Board and non-Board meetings and making preparations for them
- Liaising among domestic and international stakeholders
- Ability to apply knowledge of APA formatting rules
- Knowledge of web design and ability to apply it to unique website development projects
- Ability to create unique videos using photographs, videos, and audio

Education/Experience:

- Master's Degree(s) in Language-related Fields (Required)
- Background in Project Management (Required)
- Background in Language Teaching (Preferred)

Physical Requirements/Environment

Essential job functions require ability to sit for extended periods of time, walk, bend, climb, push/pull, and lift and carry up to 25 pounds occasionally. Also, the position requires fine dexterity and the ability to grasp (e.g., for writing and work processing/data entry).

Application Procedures:

Write to info@tirfonline.org and attach (1) an expression of interest and (2) a resume or short CV. The deadline for applications is Wednesday, February 5, 2025 at 5:00pm ET.