

Executive Assistant in fast-paced, international, and impact focused office

[Museum for the United Nations – UN Live \(UN Live\)](#) and [Nordic Development Corporation \(NDC\)](#) are looking for a self-driven, proactive and entrepreneurial Executive Assistant to support their CEOs.

UN Live is a new and visionary global museum, established in 2015. Its mission is to connect people everywhere to the work and values of the United Nations, and to dramatically increase the number of people who help achieve its goals.

NDC was founded in 2015, with the mission to enhance the Nordic region's social and economic sustainability. NDC partners with the public, private and philanthropic sectors and collaboratively helps them to generate positive social impact through programs, investments, and initiatives.

UN Live and NDC share a modern office and collaborate closely as NDC has been incubating UN Live and has provided staff to its secretariat.

You will be part of a strong and growing team of young, driven professionals, with a diversity of educational backgrounds and nationalities. The right candidate will have the freedom to structure the position longer term with additional responsibilities as well as opportunities for professional and personal development in an international environment.

Job Description

You will play an integral and important role at UN Live and NDC. Initially, you will provide core administrative assistance to the CEOs and their leadership teams. Longer term, the position may evolve to include project support, office management and HR responsibilities.

The position is full time and located in Copenhagen, Denmark, and is to be filled as soon as possible.

Your key responsibilities will include, but are not limited to:

- Complex and flexible calendar management, including planning and scheduling across multiple calendars, stakeholders and time zones
- Coordination, preparation and follow up of internal and external meetings, workshops, events, conferences etc.
- Planning of travel activities including transport, accommodation, visas, and detailed scheduling



- Coordination with the organisations' boards, committees and other high-level external stakeholders
- Preparation of executive material including presentations, reports, proposals, contracts
- Support with recruiting including posting and maintenance of vacant positions
- Support and coordination of leadership's strategic planning and activities
- Other administrative and ad hoc tasks as needed

Your Profile

The prerequisites for a candidate are:

- A passion for the Sustainable Development Goals and social impact
- Experience as an Executive Assistant or similar role in an international environment
- Capability to continually be multiple steps ahead
- Proven excellent planning and organisational skills
- Exceptional multi-tasking skills, and the ability to adapt to changing deadlines
- Fluency in spoken and written English
- Clear written and verbal communication
- The ability to engage at all levels of an organisation including upward management
- Ability and desire to create, adapt, and manage efficient processes
- Proactive approach to problem-solving
- Confidence with a wide variety of software and online programs
- Stringent attention to detail, with the propensity to work in a conscientious and structured manner

Preferred attributes of a candidate are:

- Experience with GDPR regulation
- Fluency in spoken and written Danish

For further details about this position or either of the organisations, please contact Jill Freebury at jfr@nordicdevelopment.com or +45 2040 3350

Application Process

Please submit your application and CV in English to people@museumfortheun.org. Please use the subject "Executive Assistant". Deadline for submission of applications is November 17th 2019 at 23:59.



About Museum for the United Nations – UN Live

The Museum for the United Nations - UN Live is a new and visionary global museum. Our mission is to connect people everywhere to the work and values of the United Nations, and to dramatically increase the number of people who help achieve its goals.

Launching in 2019, we will exist as a free and fully-accessible digital platform, as an empowered network of institutions, partners and individuals, and in new and radical public spaces on the ground. Together, we want to inspire billions to take action. We believe that to be truly global, we must be local everywhere. We aim to connect our partners with a powerful and impactful global community for change.

Key to the museum's work will be a world-class experience centre and headquarters in Copenhagen. This unconventional creative space, gathering place, laboratory, and civic classroom will be a destination where our partnerships and programmes can connect with the public and global audiences in real time.

The Museum for the United Nations - UN Live is an independent not-for-profit NGO registered in Copenhagen, Denmark. We are close to, but not part of the United Nations.

About Nordic Development Corporation

Nordic Development Corporation is a developer and investment company. Our mission is to enhance the Nordic region's social and economic sustainability through large scale impact investments.

We invite leading organisations and investors to cross-sector collaboration and leverage blended financing and management consulting approaches as means to create innovative large-scale solutions. In this way, our projects seek to achieve both social and commercial returns.

