

COMMUNICATIONS ASSISTANT ROLE DESCRIPTION

QPWN Role Description

Title – Communications Assistant QPWN

Reports to – QPWN Chair

Purpose

The Communications Assistant will work as a volunteer for Qatar Professional Women's Network (QPWN), will form part of the Committee, and will uphold an appropriate level of commitment to the position. She will assist all Committee members with various administrative tasks and will report directly to the Chair. The Administrative Assistant is responsible for maintaining behind-the-scenes operations of QPWN.

Responsibilities

The Communications Assistant is expected to:

Within 48 hours

- Respond to and direct emails to other committee members appropriately
- Follow up to ensure original request has been addressed within a further 48 hour period.
- Respond to messages, comments, etc. received on Facebook, Instagram, and Twitter, and any other social media platforms required, based on provided standard replies and advise relevant committee members of comments

Fortnightly

- Prepare a report on all social media comments and QPWN responses

Monthly - Events

- Attend each networking event to assist the staff at venue with admissions or coordinate with other committee member to cover role
- Create an attendance spreadsheet for each event
- Create and update attendee database
- Maintain electronic databases
- Prepare and/or proofread presentations, correspondence, and other documents

Monthly - Committee Meetings

- Edit and distribute online meeting agendas
- Attend and take minutes of meetings, and distribute online to Committee for review
- Schedule committee meetings
- Follow-up on Action Items on minutes
- Support other Committee members as/when necessary
- Maintain good records within google drive
- Maintain privacy in line with data protection, laws and Qatar culture

Requirements

- Degree, Diploma, or Certificate in administration or communications preferred
- Previous work experience in an administrative role preferred
- Highly proficient in Microsoft Office Suite and Google Drive / Docs
- Excellent communication skills in written and spoken English