

Job Vacancy
The Citizens Foundation-USA (TCF-USA)
Administration Associate

The Citizens Foundation, USA (“TCF-USA”) is a USA based non-profit that builds and supports education programs for underprivileged children in Pakistan.

TCF-USA is seeking an **Administration Associate** to provide support to TCF-USA’s activities conducted from the Houston Office. This will include marketing and event support to multiple TCF-USA chapters, external vendor interaction, data entry, delivery and pickup and general office tasks. The position is full-time (40 hours per week) with a flexible work schedule. Work may extend over the weekend depending on the work requirement.

Requires strong writing & communication skills. Must have reasonable computer/ technology skills and be proficient in Microsoft Office (Word, Excel, Powerpoint). Some desktop publishing (Photoshop, Adobe) knowledge is a plus. The ideal candidate for this job must have the ability to multi-task, work well under pressure, and be organized. Should be willing to work flexible hours including some weekends and evenings. Must have own transportation.

High school graduation is required. Position is ideal for college student.

Please send resume to Ms. Fakhia Rashid @ Fakhia.rashid@tcfusa.org