

Executive Assistant to CEO

Organisation: Satyarthi Movement for Global Compassion (SMGC)

Location: New Delhi, India

Reports to: CEO

Type: Full-time

Application deadline: 15th February 2026

About SMGC

Founded by Nobel Peace Laureate Kailash Satyarthi, SMGC is a global movement advancing Compassion as a practical force for justice, equality, peace, and sustainability. We build compassionate leaders and communities, and mobilise multi-sector partnerships to translate Compassion into transformation at scale. For us, Compassion is mindful problem-solving.

Our Verticals:

- **Ignite:** Fostering compassion through learning and leadership programmes anchored in the Satyarthi Compassion Quotient™ with a focus on systemic and sustainable problem-solving.
- **Impact:** Catalysing grassroots transformation by empowering children, youth, and women with a focus on democratic participation and collective action.
- **Inspire:** Driving meaningful dialogue through conferences and conversations with Nobel Laureates, changemakers, thought leaders, and community voices from across the globe.

Role Overview

We are seeking a motivated, detail-oriented, and growth-driven individual with strong organisational skills. In this role, you will work across global teams, engage with senior leaders, collaborate with grassroots activists, and gain a comprehensive understanding of how a dynamic non-profit operates. You will have a front-row seat to observe how global leaders manage their time, shape their public presence, and drive meaningful social impact. This is a rare, once-in-a-lifetime opportunity to witness and contribute to the expansion of an international movement in a fast-paced environment.

What You'll Support

1. Logistics & Travel Management

- Plan and coordinate domestic and international travel, including flights, accommodations, visas, and transport.
- Handle visa processing, travel documentation, and compliance requirements.
- Oversee travel itineraries, manage last-minute changes, and ensure smooth execution.
- Maintain travel logs and expense records for reporting and budget compliance.

2. Operations and Execution

- Be the CEO's right hand, running calendars, priorities, and travel so time is always spent where it matters most.
- Anticipate needs, remove roadblocks, and keep projects moving at speed.
- Automate and innovate, using digital tools and AI to make operations smarter, faster, better.

3. Data and Insights

- Keep organisation data clean, sharp, and decision-ready.
- Turn numbers and notes into insights for organisational decision making.
- Assist in maintaining knowledge management systems.

4. Leadership and Collaboration

- Connect the dots between the CEO, teams, and partners so nothing falls through the cracks.
- Own stakeholder meetings with agendas, minutes, follow-ups, and outcomes.
- Orchestrate events and high-level engagements that run smoothly and leave impact.
- Keep accountability systems, so priorities across departments are maintained.

5. Research and Storytelling

- Draft decks, briefs, and correspondence for multiple purposes.
- Research, distill, and surface insights that support strategic decisions.

6. Confidentiality and Discretion:

- Maintain strict confidentiality regarding sensitive information and discussions, exercising discretion in all interactions and communications.
- Uphold ethical standards and integrity in handling confidential matters and representing the CEO's office.

What Success Looks Like

By Day 90:

- CEO's calendar, travel, and meetings run smoothly with reliable follow-ups.
- A system is in place to track tasks and priorities.
- Departmental data and documents are organised in one accessible repository.
- Travel and operational expenses are tracked with a basic cost overview.

By Day 180:

- Standard templates are used for routine communications.
- Independently manage CEO's logistics and coordination with minimal supervision.
- Proactively suggest process improvements that save time or reduce effort.

You'll Thrive Here If You

- Strive to create a strong foundation for your future career trajectory.

- Focus on every small detail, while visualising larger objectives.
- Growth mindset to absorb insights across fields.
- Adapt to fast-paced changing environments.

Qualifications

- Bachelor's degree in any discipline from an accredited institution.
- 6 months to 3 years of experience in a corporate/professional setting preferred; freshers with strong internships are welcome.
- Digitally fluent in MS Office (Word, Excel, PowerPoint, Outlook), Canva, and AI tools like ChatGPT.
- Familiarity with project management tools is a plus.
- Strong instincts for organisation, time management, and multitasking.
- Bonus points for experience in logistics, travel coordination, or event planning.
- Clear and confident communicator in both written and verbal.
- Flexible, adaptable, and open to travel when required.

Compensation

Remuneration will be commensurate with the candidate's experience and expertise as per the development sector pay scale, with flexibility for exceptional candidates.

How to Apply

- Please fill out the application form by clicking on this link:
<https://forms.gle/He7q8zGRaJSM5cYS8>
- Alternatively, email recruitment@satyarthimovement.org with: CV/Resume and Cover letter (max 2 pages, 12-pt)

SMGC is an equal-opportunity employer and encourages candidates from diverse backgrounds to apply.