

**Organizational description:**

The Pearl House is an NGO that was founded in 2013 with its head office located in Winneba, Central Region Ghana. Our mission is to protect, educate and disciple at-risk young women in underserved communities. Our vision is to see the young women of Ghana have a positive impact on their families, their communities and their nation. We are looking for Christ-minded people with similar passions that are ready to serve alongside our team. There are currently 42 young women in our residential program.

This position is based in Ghana and will likely involve a combination of salary and fundraising your support.

EXECUTIVE ASSISTANT

The Executive Assistant is responsible for executing several programs operating on the ground in Ghana and providing assistance to the CEO/International Operations. This position reports directly to the CEO/International Operations and is based in Ghana. Responsibilities include:

1. Assure that quality communication and engagement is made through social media outlets
2. Coordinate all records, payments and communications for our students in the community sponsorship program
3. Work with groups before, during and after their visit to assure they have a quality experience. Also includes budgeting and maintaining records while they are here, selling merchandise and recruiting donors and sponsors.
4. Assures that Pearls communicate with sponsors through letters, videos, etc.
5. Works with Esombo Artisans and the Esombo Director to assure that jewelry and soft goods are created and delivered in a timely manner while assuring the expected level of quality.
6. Assist with document creation, errands and other needs from the supervisor as they arise.
7. Any other duties that may be assigned by the supervisor.