



Administrative Assistant

Location: Remote, preference for locations between the GMT-4 & GMT+1 time zones

Report to: Director of Development and Impact

Overtime Status: Exempt

Employee type: Regular

Working hours: Full-time

Salary Range: \$39,000 - \$49,000 USD (For Latin America based locations). Geographic differential will be applied based on location of hire. Candidates must have the right to work in the country from which they are applying.

About Us

The Global Methane Hub (GMH) is the first coordinated philanthropic approach to funding methane mitigation. The Hub focuses on the energy, agricultural, and waste sectors, which account for 96% of human-caused methane emissions. We support ambitious catalytic investments, lay the groundwork for long-term transformation, and deliver quick wins ripe for action on the ground.

GMH advances its mission through three main functions:

- **Regranting:** Providing financial support to public-benefit organizations working directly to mitigate methane.
- **Convening:** Bringing together governments, civil society, researchers, and funders to align strategies and accelerate coordinated action in the interest of the public benefit.
- **Advising:** Serving as a knowledge hub and trusted partner, providing guidance on methane mitigation strategies, data sharing, and field-building.

Our actions are global in nature, and we believe we will only achieve quick wins if we engage sub-national and local communities. Our activities focus on the highest-emitting sectors and regions with a team spread across six continents. GMH is headquartered in Chile and has a registered Stichting in the Netherlands.

Position Summary

The Administrative Assistant will provide administrative and logistical support to three members of the leadership team: the Director of Development and Impact (DDI), the Chief of Staff and Operations (COSO), and the Chief Financial and Administrative Officer (CFAO) and

support their team activities, as directed. While supporting all three leaders, this role will report directly to the Director of Development and Impact.

They will work closely with peers, managers, and leads within and across teams to facilitate the flow of information across internal teams and external stakeholders, while supporting operational systems and helping ensure smooth administrative processes.

Job Responsibilities

- Provide routine organizational, administrative, and logistical support for the DDI, the COSO, and the CFAO and their team-wide activities.
- Engage with internal teams and external vendors/partners to ensure effective coordination.
- Independently manage complex calendars, scheduling meetings across time zones for all three leaders.
- Proactively monitor and resolve scheduling conflicts across different time zones (CLT, CET, and CST), ensuring workable meeting windows for all three leaders.
- Support meetings with internal and external stakeholders by taking notes, preparing meeting materials, and following up with participants.
- Arrange audio/visual requirements for virtual and in-person meetings, as necessary. ● Track action items and follow-ups from meetings, ensuring deadlines are met and responsible parties are informed.
- Arrange complex international and domestic travel for the three leaders, managing flights, hotels, transportation, visas, and meeting schedules during travel.
- Prepare travel briefs including itineraries, meeting agendas, and relevant logistical details for each trip.
- Support managers in maintaining and organising digital records across platforms such as Salesforce, document management systems, and other operational tools, as needed. ● Prepare and submit credit card expense reports for the three leaders, ensuring compliance with organizational financial procedures.
- Support the planning and logistics of convenings, events, and workshops coordinated by the three leaders.
- Maintain up-to-date contact and stakeholder lists of key partners, funders, and external advisors. ● Collaborate and build relationships, ensuring smooth communication and workflow between internal teams and external stakeholders.
- Support the adoption and use of operational systems across the organization. ● Perform other relevant duties and responsibilities as assigned.

Candidate Profile

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

- Demonstrates organizational values of equity, agility, humility, integrity, and care. ● 2-3 years of related experience in a similar role, preferably with an international organization.

Philanthropy/NGO experience preferred.

- Proficiency in Google Workspace, Zoom, and Microsoft Office applications.
- Written and oral fluency in English required; Spanish and/or French fluency will be an added advantage.
- Exceptionally organized and detail-oriented, flexible and adaptable, with the ability to juggle multiple priorities and shift seamlessly between various team needs.
- Proven ability to manage calendars and coordinate schedules across multiple time zones with minimal supervision.
- Ability to work under supervision and escalate complex issues when necessary. ● Good communication with the ability to effectively interact with internal and external stakeholders ● Team player, with good interpersonal skills and the ability to navigate a diverse, multicultural, and interdisciplinary team.
- Highly interested, motivated, and engaged to work in a fast-paced environment. ● Ability to work under pressure and to meet deadlines
- Ability to work on a flexible schedule, with occasional meetings outside business hours given the global nature of our team.
- Are passionate about being part of the climate change solution

Additional information:

- This will be a full-time (40 hours/week) remote role and will collaborate with staff and stakeholders in multiple time zones. The position supervisor is in the GMT-3/-4 time zone. ● Ability and willingness to travel internationally (~10%).
- Please note that the successful candidate will undergo reference checks prior to starting employment.

How to Apply:

Please send your current CV or resume and cover letter to people@globalmethanehub.org using “**Administrative Assistant**” as the subject. Application closes on **Sunday, August 09, 2026**.

Hiring Statement

The Global Methane Hub is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

Employees will be offered a local employment contract through Atlas, an Employer of Record service. Benefits will include all statutory requirements for the hiring location, but at a minimum, GMH offers: 100% employer-paid health, dental, and vision insurance for employees and their

families; 4 weeks of paid time off, up to 15 days of paid sick leave, 16 weeks of parental leave, holidays according to the local calendar, and an additional week of paid time off for end of year office closure. Employees receive wellness, technology, and home composting benefits in addition to professional development and training opportunities.