



Executive Assistant to Executive Committee (ExCo)

Organisation: SIGA LATIN AMERICA

Title: Executive Assistant (Entry-Level)

Contract: Service Provider

Location: Hybrid (São Paulo, Brazil)

Compensation: Commensurate with experience

Application Deadline: 15 September 2026

Job Description:

SIGA LATIN AMERICA, the continental branch of the Sport Integrity Global Alliance (SIGA) – the world’s largest independent and independent coalition dedicated to integrity and good governance in sport – is seeking an exemplary, detail-oriented executive assistant to provide support to the SIGA Global CEO and wider Executive Committee. This is a vital role to our organisation, working with senior leadership and across teams, to deliver a range of exciting projects, innovations and services to our members and the entire global Sport industry. We offer a welcome and supportive environment with opportunities to learn and grow on the job.

The successful candidate will play an important role in strengthening SIGA’s execution capacity, ensuring that opportunities are properly followed up, stakeholders are professionally engaged, and strategic priorities are translated into concrete action.

If you are a reliable, flexible and solution-oriented professional with excellent communication skills, strong attention to detail and the ability to work confidently with senior stakeholders – we want to hear from you.

Join us in our mission to drive reform and safeguard integrity across global sport.

Roles and Responsibilities (please note this is not an exhaustive list of responsibilities)

Administration

- Acting as a central point of coordination between the Global CEO and internal teams to ensure alignment and timely execution of priorities.
- Full coordination and management of the Global CEO’s agenda, including strategic scheduling, facilitating and prioritisation of meetings and engagements.
- Scheduling, organisation, and technical setup of all Executive Committee, Council, Committee, and governance meetings (Zoom and hybrid formats).
- Preparation, drafting, and formatting of presentations, decks, and supporting materials for ExCo initiatives and decision-making processes.
- Personal executive support, including calendar management, reminders, ad hoc coordination, technical support, and day-to-day operational assistance.
- Drafting, reviewing, and finalisation of minutes (official records) for:
 - SIGA Council meetings
 - Executive Committee meetings
 - Permanent Committees
 - Annual General Assemblies (AGAs)
 - Extraordinary General Assemblies and other statutory meetings

- Centralised organisation, maintenance, and governance of institutional documentation and materials on SIGA's Dropbox, ensuring accessibility, version control, and compliance.
- Full responsibility for maintaining and updating SIGA's global institutional and events calendar.
- Management of SIGA's digital resources and tools, including:
 - Software subscriptions and renewals (Zoom, Mailchimp, Dropbox, etc.)
 - Creation, configuration, and renewal of institutional email accounts
 - Payment processing related to digital services
- Maintenance and regular updating of SIGA's contact databases, including Members, Council, Committees, speakers, partners, and other institutional stakeholders.
- Travel management (flights, accommodation, ground transportation, visas where applicable, and logistical follow-up).
- Conducting research and preparing briefing materials for ExCo meetings with external stakeholders, institutions, members, and partners.
- Preparation of briefing materials, background notes, and talking points for meetings and public engagements.
- Tailoring and customisation of membership decks and presentations for prospective members.
- Identification, outreach, and proposal development for potential new SIGA members.
- Management of membership inquiries and ongoing relationship management with existing members.
- Drafting, issuing, and dispatching annual membership invoices to all SIGA members.
- Tracking, monitoring, and following up on membership fee payments to ensure full compliance and financial accuracy.
- Coordination with internal teams and finance to ensure accurate membership records and status updates.
- Maintenance of membership-related documentation and historical records.

Stakeholder Engagement

- Drafting and sending official invitation letters for all SIGA events and institutional initiatives.
- End-to-end management of communications with event speakers, including pre-event coordination, on-site support, and post-event follow-up.
- Comprehensive administrative management of events and initiatives, including:
 - Registration and attendee management
 - Speaker logistics and documentation
 - Preparation of documentation, including agendas, panel introductions, etc
- Drafting, reviewing, and dispatching institutional correspondence and official documents on behalf of the Global CEO and SIGA.
- Liaison with senior stakeholders, members, partners, and external organisations on behalf of the Global CEO.

Ideal Candidate - Key Competencies and Desired Qualities

- Educated to degree level or equivalent with excellent written and verbal English.
- Experience working with and assisting senior leadership professionals.
- Excellent organisation and planning skills and experience, including balancing competing demands and prioritising effectively, forward planning and working to tight deadlines.



- Excellent coordination skills and demonstrable experience of coordinating projects, workstreams or activities.
- Excellent communication skills, including conveying information clearly and adjusting approach, manner, and language to suit varying situations.
- Excellent interpersonal skills, including developing good working relationships with colleagues, working collaboratively and initiating relevant discussions to progress with work tasks.
- Experience and able to work well with senior professionals, in a positive professional matter.
- Able to work autonomously in a confident, calm, diplomatic and confidential way in a senior role. Reliable and mature with a sense of personal responsibility for the role and the work involved.
- Flexibility and proactive problem-solving approach.
- Excellent attention to detail.
- Good working knowledge and experience of databases and online administration systems, including information and file management.
- Able to plan and organise own work effectively, co-ordinate the work of the wider team and able to work well in a dynamic, demanding and busy environment.
- Experience working effectively and appropriately with confidentiality and data protection in mind and in line with organisational policies and practice.
- Good working knowledge of MS Office applications such as MS Word, Excel and PowerPoint, email, and the internet.

Application Submission:

If you are interested in joining our global network, partnering with SIGA, and adding meaningful experience to your CV, send us an e-mail to: comms@sigasport.com, including your **resume, expected remuneration and motivation letter**.

Only applications submitted in **English** will be considered.

Equitable Recruitment Process:

SIGA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other characteristic.

SIGA makes hiring decisions based solely on qualifications, merit, and business needs at the time.