



Career Opportunity – Executive Assistant & Special Projects Coordinator

Esperanza has an immediate opening for a full-time **Executive Assistant & Special Projects Coordinator** that would provide administrative support to the Office of the President.

Esperanza is a faith-based organization committed to raising awareness and identifying resources that strengthens the Hispanic community.

Reporting to the Vice President of Administration in the Office of the CEO, the Executive Assistant & Special Projects Coordinator will provide high-level administrative support to the Office of the President while also contributing strategically to our mission through meaningful, challenging, and varied tasks and work projects in a fast-paced and rewarding work environment.

Responsibilities include:

- Managing daily administrative support activities to the President/CEO including scheduling, filing, travel arrangements, expenses and credit cards, etc;
- Managing the finances for the Office of the President, including processing check requests, expense reimbursements, credit card statements, purchase of special materials or supplies, etc;
- Manages executive suite operations for the Office of the President, including managing the inventory of supplies, the setup of designated conference rooms, the A/V equipment of the President's office, etc;
- Assisting with project and event planning and implementation, including creating and managing project timelines, producing materials such as concept papers and reports, etc;
- Conducting relationship-management activities, including preparation, logistical coordination, on-site hosting and ongoing follow-up;
- Assisting with the management of logistics and content for conferences, trainings, speaking engagements, etc;
- Providing input and support to marketing and communications activities of the organization;
- Supports the Office of the President in developing new program areas as needed, including drafting concept papers for fundraising purposes, assisting in creating work plans, and developing project objectives and operational needs to facilitate project implementation;
- Assists as needed in maintaining organizational databases to support marketing, communication and project activities, including databases to collect information, survey results, event attendance and outcomes, and other information required to meet project needs;
- Collaborate with the Development and Marketing departments as needed; and coordinating other cross-functional activities that require participation of Esperanza broader administrative team.



Desired Knowledge, Skills, and Abilities include:

- 2-5+ years of related administrative experience in a professional setting
- BA/BS degree from an accredited college or university with a concentration in Communications, Public Relations, or Social Services or other related field of study is required.
- Works independently, takes initiative and is self motivated.
- Organizes and maintains detailed information and processes efficiently and effectively; effectively coordinates projects with strong attention to detail and excellent follow up skills.
- Must be able to flexibly and cheerfully manage the administrative challenges of a fast-paced environment with frequently shifting priorities.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with co-workers, visitors, vendors, and key stakeholders, and members of the community.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases
- Demonstrates a high level of integrity, professionalism, and confidentiality
- Strong written and verbal communication skills.
- The Executive Assistant must be fully bilingual in both spoken and written English and Spanish, and may also provide translation services (English to Spanish) for documents as needed.
- Familiarity with and experience interacting with our Hispanic faith-based community is preferred.

Esperanza offers a comprehensive employee health & wellness benefits program. Salary is commensurate with experience. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: jobs@esperanza.us and please indicate **Executive Assistant** in the subject line.

For more information, check us out at: www.esperanza.us

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