

### **Career Opportunity – Executive Assistant**

Esperanza has an immediate opening for a full-time **Executive Assistant** 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. We focus our work on five key areas: Community Development; Capacity Building; Workforce Development; Education; and Advocacy. Through our work, we strive to show God's love and care by mobilizing and equipping Latino people to serve and advocate for our Hispanic community.

The Executive Assistant 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 the President's calendar through coordination with internal and external stakeholders and partners, making travel arrangements including transportation and itineraries;
- Conduct follow-up and relationship management for tasks, correspondence, and projects related to the President and the office;
- Clerical duties to include but not limited to: office supply and inventory, filing, copying, faxing, document preparation, answering phone calls and e-mails, drafting and processing correspondence, taking and disseminating meeting minutes, updating and maintaining the President's professional contacts, managing company property/equipment, expense reporting, relaying messages, greeting visitors and providing hospitality, etc.;
- Managing all activities related to Esperanza's Boards and the Hispanic Clergy of Philadelphia board, including interfacing with board members, coordinating meeting schedules, compiling board reports, etc.;
- Managing activities related to the external boards the President serves on, including schedules, pre-meeting preparation, post-meeting follow up;
- Conduct research and produce written documents and/or PowerPoint presentations for various audiences and purposes, including but not limited to research summaries, project and/or grant proposals, letters, marketing and communications materials, etc.;
- Translating documents from English into Spanish as requested;
- Managing and hosting special events as required, including all aspects of small-scale event management such as scheduling, agenda, hospitality (food/beverage), etc.;
- Supporting the marketing and communications activities and special events/projects of the Executive office;

The successful candidate will have: 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 preferred.

Desired Knowledge, Skills, and Abilities include:

- 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](mailto:jobs@esperanza.us) and please indicate **Executive Assistant** in the subject line.

For more information, check us out at: [www.esperanza.us](http://www.esperanza.us)

EOE