



POSITION TITLE: Executive Assistant

REPORTS TO: President

SCHEDULE: Part-time (20 hours/week) **Remote/Online/Work from Home**

ABOUT THE ORGANIZATION: Founded in 2005, Housing Options & Planning Enterprises, Inc. (H.O.P.E.) is a non-profit organization providing the community with comprehensive housing counseling and financial literacy, helping individuals and households acquire the housing that meets their needs.

Our services foster self-sufficiency, sustainable housing, and economic development.

POSITION OVERVIEW: The ideal candidate will be detail oriented and highly-skilled, and ready to maintain various administrative duties for executive management. The core duties and responsibilities of the Administrative Assistant revolve around supporting others. Duties can vary widely, not just from job to job, but from day to day at the same job.

RESPONSIBILITIES:

- Human Resource assistance to include: “time and attendance” management and other employment activities.
- Assemble reports and financial data
- Coach and be responsible for other support staff and customer relations
- Arrange travel and meeting arrangements
- Preparing projects for presentations
- Manage incoming calls- Microsoft Word experience preferred
- Deep understanding of Microsoft Excel
- Microsoft Outlook experience
- Calendar Management experience
- Coordinate Travel Arrangements experience
- Excellent social skills, project coordination experience and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors
- Familiarity with using the internet for research tasks
- Prepare, edit, proofread, and redline documents and correspondence for accuracy, grammar, and formatting
- Organize and maintain contacts and calendars, including travel logistics and scheduling
- Answer incoming telephone calls and document and relay messages
- Support client-based activities which may include client facing interactions
- Assist with presentation materials and preparing PowerPoint presentations
- Coordinate meeting logistics, including scheduling, arranging videoconferences, conferences calls, and conference rooms
- Assemble client bills and related forms and arrange for expense advancement, reimbursement, and invoice payments



- Organize and maintain paper and electronic files in accordance with Firm records retention policies

REQUIRED QUALIFICATIONS:

Ideal candidate must:

- High school diploma
- At least five (5) years of related work experience
- Advanced knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word)
- Strong written and verbal communication skills
- Strong organizational skills and attention to detail
- Strong motivational and leadership skills
- Ability to work under tight deadlines and prioritize responsibilities
- Ability to handle and maintain confidential information
- Ability to work effectively in a fast-paced environment
- Have excellent written and oral communication skills
- Have excellent analytical and research skills
- Have strong interpersonal skills, including the ability to listen effectively
- Have the ability to take directions and propose new ideas
- Demonstrate the ability to prioritize, problem solve, and meet deadlines.
- Demonstrate a strong detail orientation and drive for accuracy,
- Be a passionate self-starter who can work independently as well as collaboratively as needed
- Work well in a small, deadline-driven office environment
- Possess a strong commitment to housing and financial literacy issues

APPLICATION PROCEDURES: Send cover letter, resume, a brief writing sample and salary requirements to opportunities@hopefinancial.org with “Executive Assistant, Last Name, First initial” in the subject line. No phone calls, please.

APPLICATION DEADLINE: This application has a rolling deadline. Based on the volume of applications received, this job posting may be removed.

SALARY: Commensurate with experience and skills.

ON JOB TRAINING

H.O.P.E. is an *Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender identity, or disability.*