

**Title:** Executive Assistant to COO - Angela Hurtado

**Reports to:** Director of Administration

**Position Type:** Volunteer position

**Contact:** Send questions to [yanet.velazquez@hopestrong.org](mailto:yanet.velazquez@hopestrong.org)



**Duties and Responsibilities:**

- Provide administrative and organizational support to Angela Hurtado
- Review and answer COO emails as needed
- Creates and modifies certain documents, including legal documents
- Coordinates travel arrangements as needed
- Coordinates calendar and all scheduling as needed
- Monitor, respond to, and distribute individual and group communications
- Partake in weekly meetings with Director of Administration
- Partake in weekly meetings with COO
- Implement additional projects and tasks as assigned by the Director of Administration

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience nonprofit leadership and administration
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills
- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values

**Time Commitment:**

- 5-10 hours per week.

*\*We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*