



HOPE FOR PRISONERS JOB DESCRIPTION

Job Title	Executive Assistant	Position Type	Fulltime
Funding	General Funds	Travel	Yes (local)
Level/ Salary Range	\$55,000 - \$65,000	Date Approved:	01/01/2025
Reports To	Chief Executive Officer		

Objective

The Executive Assistant will provide high-level administrative support to the CEO and other Executive staff. Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant also serves as a liaison to the board of directors and senior management team; organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

Essential Job Functions

- Manages sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the operations of the organization
- Sustains a daily calendar of meetings and events
- Prepares Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization
- Arranges travel and accommodations for CEO as well as prepare expense reports
- Screens incoming telephone calls; taking and delivering accurate messages; responds to requests by gathering and providing information and referring non-routine calls to the appropriate staff
- Excellent communication and time management skills; proven ability to meet deadlines
- Ability to function well in a high-paced environment
- Drafts and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with
- Assists in preparing and managing presentations and board dashboards
- Responsive to emails/texts/phone calls, with contact outside normal business hours, at times
- Welcomes the CEO's guests by greeting them in person or on the phone, answering or directing inquiries
- Uses discretion, confidentiality, and good judgment to handle C-Level matters
- Represents the organization and the CEO in a positive light through great follow-through skills and sound judgment
- Conserves the CEO's time by reading, researching, collecting and analyzing information as needed, in advance
- Completes ad-hoc projects as assigned

Education and Experience

- High School diploma Required, Bachelor's Degree in Business Administration, preferred
- 3-5 years related experience required in working in an executive assistant role
- Preferred experience with reentry population

Knowledge, Skills and Abilities

- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Ability to communicate effectively and professionally
- Flexible hours as dictated by the needs of business for projects and meetings
- Strong written and verbal communication skills
- Excellent listening skills
- Strong organizational skills and ability to prioritize work
- A strong business sense and ability to decipher priorities and make sound judgment calls when needed
- A strong commitment to excellence; to perform duties at the highest level possible on a consistent basis
- Excellent communicator and able to interact with people of all levels in a confident, professional manner
- Demonstrate ability and temperament to work with sensitive information
- Have team-oriented experience and approach, a strong team player
- Dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships with interested parties by being service focused
- Ability to think outside of the box with a sense of urgency

This job description is intended to describe the general nature and level of work expected of this position. The description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the position.

HFP is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Employee Acknowledgement

I have received, reviewed, and understand my position responsibilities and the essential functions of the position. I understand that my work schedule, job responsibilities, work environment, knowledge, skills, and abilities may be amended based on business need and management discretion.

I understand that employment is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or the employer. Nothing in this or in any other document or oral statement shall limit the right to terminate employment at will. No supervisor or manager has any authority to enter a contract of employment -- express or implied -- with any employee.

This policy of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by the Chief Executive Officer, which expressly revises, modifies, deletes, or supersedes the policy of atwill employment. Unless employment is covered by such a written employment agreement signed by the Chief Executive Officer, this policy of at will employment is the sole and entire agreement between the employee and the employer as to the duration of employment and the circumstances under which employment may be terminated.

Except for employment at will, terms, and conditions of employment with the employer may be modified at the sole discretion of the employer with or without cause or notice at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice, nor does any arise from the terms or conditions set forth in this document.

Employee Signature: _____

Print Name: _____ Date: _____

Manager Signature: _____

Print Name: _____ Date: _____

Position Title: _____