



## **JOB DESCRIPTION**

### **Executive Assistant**

#### **About The Ladies of Hope Ministries (The LOHM)**

[The Ladies of Hope Ministries](#) (The LOHM) Our mission is to empower women and girls to create sustainable lives post-incarceration. We drive change in the social justice movement by connecting them to housing, food, healthcare, living wage employment, and entrepreneurship opportunities, education, and advocacy that amplifies the voices of those who have been impacted by the criminal legal system.

#### **Position Overview**

The LOHM seeks an outgoing and self-directed Executive Assistant (EA) who will be responsible for providing executive support in a one-on-one working relationship with the CEO. The ideal candidate must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community-orientated. The EA will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO.

#### **Primary Duties and Responsibilities**

- Serves as a liaison to the Board of Directors and LOHM team.
- Communicate with and on behalf of the CEO with external parties such as donors, foundations, and partner organizations.
- Manage an extremely active calendar of appointments and ensure the CEO's schedule effectively prioritized key activities.
- Arrange complex and detailed travel plans, itineraries, agendas and, compile documents for travel-related meetings.
- Prepare and submit expense reports related to the CEO's travel.
- Execute special projects at the direction of the CEO, maintaining confidentiality and wielding discretion on sensitive issues.
- Serve as "gatekeeper" to the CEO's time and calendar.
- Prioritize conflicting needs and hand matters expeditiously.
- Research, prioritize, and, follow up on incoming issues and concerns addressed to the CEO's including those of a sensitive or confidential nature.
- Review and summarize miscellaneous reports and documents; prepare background documents as necessary, and review correspondence requiring the CEO's signature.
- Complete critical aspects of deliverables with a hands-on approach, including drafting correspondence, and other tasks that facilitate the CEO's ability to lead the agency effectively.
- Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Handle confidential information with discretion, be adaptable to various competing demands,

and demonstrate the highest level of customer/client service and response.

### **Qualifications**

The LOHM seeks the ideal candidate with the following qualities and skills.

- Experience supporting C-Level executives preferably in a non-profit organization. • Commitment to social justice.
- Bachelor's degree preferred in the areas of Communications, Cultural Diversity, Human Relations, Psychology, Business Management/Development, or Social Work.
- Strong written and verbal communication, administrative, and organizational skills. • Ability to maintain a realistic balance among multiple priorities, and high-volume tasks in a timely fashion.
- Ability to work independently on projects from conception to completion and must be able to work under pressure in a fast-paced environment.
- Forward-looking thinker who actively seeks out new opportunities and proposes solutions. • Proficient in Microsoft suite (Microsoft Outlook, Word, PowerPoint) and Adobe Acrobat. • Knowledge of web-based meeting platforms (Zoom, GoToWebinar) and database management systems (Salesforce).

### **How to Apply**

Submit a detailed cover letter describing your interest, qualifications, salary requirement, resume, and a writing sample to [hr@thelohm.org](mailto:hr@thelohm.org). Please add **Executive Assistant Applicant** in the subject line.

No phone, email, or fax inquiries on submissions. Qualified applicants will be contacted for an interview. Candidates who advance will be required an exercise.

The Ladies of Hope Ministries is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.

The Ladies of Hope Ministries values diverse experiences. People with a prior criminal legal system or immigration detention history are encouraged to apply. We depend on a diverse staff to carry out our mission.