



## **Executive Assistant**

### Job Description

#### **About ¡HICA!**

The Hispanic Interest Coalition of Alabama, ¡HICA!, is one of the most successful social impact organizations in Alabama and has been the major catalyst for the empowerment and economic progress of the Latino community for over 20 years. ¡HICA! is a non-profit organization with a successful track record of providing over 5,000 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 24 full time employees and works collaboratively with community partners and government agencies. Currently, ¡HICA! established an LLC, Camino Loan Fund, that will become a CDFI and has an initial goal of raising \$1M to deploy to small business owners. ¡HICA! operates community programming in the areas of women's leadership development and civic engagement, college and career readiness, and financial literacy and economic development. ¡HICA! is located in Birmingham, AL and has a \$2.25 million operating budget.

#### **Job Summary**

The Executive Assistant (EA) supports the Chief Executive Officer (CEO) to further ¡HICA!'s mission. The position requires someone who is organized, focused, intelligent, discreet, creative, and enjoys working in a fast-paced entrepreneurial environment that is results driven and community oriented. The EA prioritizes competing interests, stays focused, handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures. They work collaboratively with all members of the leadership team.

**Reports to:** CEO

**Status:** Full-time, Exempt

**Location:** Birmingham, Alabama

#### **Related duties and responsibilities:**

##### *Executive Support:*

- Strategically manage and oversee CEO's very active calendar, manage contact information; read, research, draft and write communications to conserve CEO's time, including emails.
- Completes a broad variety of administrative tasks; arrange travel agendas, compile documents for meetings and filing; produces information by transcribing, formatting, inputting, editing, retrieving, and copying text, data, and graphics for CEO and leadership team as needed
- Serves as the administrative liaison to the Board of Directors, which includes scheduling meetings, developing materials, and coordinating logistics and ensuring compliance in board matters, including ensuring all necessary forms, information, and materials are up to date.
- Plans and ensures the CEO's schedule is followed and respected.
- Works closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Helps build relationships crucial to the success of the organization and works on a variety of special projects for the CEO and leadership team as needed



- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Schedules and organizes Mission Support led meetings, as well as handling agendas and notes.
- Maintains relationships and liaises with boards and committees on which CEO is involved.

***Development:***

- Assists Development Director in fundraising goals by assisting with fundraising events
- Enters CEO's donor interaction in Donor Perfect; handles communication and follow up
- Supports Grants Director in short-term research for grant applications
- Development efforts such as type grant proposals, deliver documents to donors/funders
- Assists in the production of the annual report

***Operations and Programs:***

- Serves as compliance liaison, ensuring proper organizational documents are prepared, completed, and organized for agency audits and certification.
- Works with Programs Director and staff to move forward organizational initiatives

**Qualifications:**

- Excellent organizational skills with strong attention to detail.
- Effective communication and interpersonal skills; ability to deal effectively with all levels of the organization as well as external parties and ask for clarity, when needed.
- Exceptional writing, spelling, grammar, and proofreading skills.
- Demonstrated ability to handle multiple tasks concurrently, prioritize accordingly, manage changing deadlines, and recognize the nuances linked with supporting the CEO
- Ability to work well under pressure and exhibit excellent judgment, tolerance of ambiguity.
- Ability to effectively maintain confidential information.
- Self-managing: ability to work well independently with minimal oversight and as part of a team.
- Commitment to social justice, advocacy, and anti-racism work.
- Proficient with MS Office; donor database experience a plus.
- Valid driver's license, auto insurance, and reliable transportation.
- Ability to work evenings, weekends and able to travel as necessary.

**Compensation:**

Competitive \$40k annual salary plus excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for each employee with coverage starting on first day of employment, 3 weeks earned PTO, plus 12 paid holidays, 2 weeks closure at end of year, and 403(b) Retirement Plan with 3% company match after one year of service.

**COVID-19 Policy Statement:**

Effective now, ¡HICA! has implemented a mandatory vaccination policy requiring COVID-19 vaccination(s) for all staff members. To create an environment free of infection/transmission of disease and to protect our employees, constituents, and the community from Sars-Cov-2 (COVID-19) infection, ¡HICA! is requiring mandatory immunization of all employees. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department at [hr@hicaalabama.org](mailto:hr@hicaalabama.org).



**How to Apply:**

Send resume and cover letter to Carlos Alemán at [hr@hicaalabama.org](mailto:hr@hicaalabama.org).

**¡HICA! is an Equal Opportunity Employer**

*The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.*