



Job title: Administrative Assistant

Reports to: Director of Finance and Administration

FSLA Classification: Part time (20 hours per week)

Location: Costa Mesa, CA

Supervises others: No

### **About the Organization**

For nearly 30 years, Project Hope Alliance (PHA) has been ending the cycle of homelessness, one child at a time. Programs and mentorship are built to identify and address barriers created by homelessness, and continual support for youth is offered through individualized academic and social emotional empowerment from Kindergarten until the age of 24. The organization prepares youth to become financially independent, preventing homelessness as adults.

### **Overview of Position**

This is an administrative role designed to assist and support the Director of Finance and Administration as well as the leadership team in all operational aspects of Project Hope Alliance. Areas of focus will include general office management and administrative functions.

### **Responsibilities may include**

- Oversee maintenance of office and program supplies, maintenance of office equipment, and coordination of IT and facilities maintenance
- Perform receptionist duties including routine clerical functions
- Support leadership team with administrative functions as needed
- Prepare presentations, meeting agendas, letters, and other written communications as needed
- Assist Development department with receiving/organizing donations
- Perform other related duties as assigned

### **Qualifications**

- 2-3 years of experience in administrative support/general office administration
- Experience working in non-profit environment preferred
- Exceptional organizational, analytical, and problem-solving skills, with high attention to detail
- Excellent verbal and written communication skills
- Responsible, reliable, and flexible
- Capacity to work independently and as part of a team
- Proficient with all forms of technology, including (but not limited to) email, internet, office equipment, etc.
- Proficient knowledge of Mac and Microsoft Office products including Word, Excel, Outlook, and PowerPoint.