



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Executive Assistant to COO
Location: Newport News, Virginia
Component: Strategic Initiatives

Summary/Objective: The Executive Assistant provides administrative work of moderate difficulty and variety in support of professional, technical or administrative functions. This position will also assist all HRCAP programs with intake, filing, and other duties as assigned by Chief Operating Officer.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

Education and/or Experience: BA/BS required. Expertise in MS Office 365, Adobe Suite, video-conferencing software – Zoom, Google, Webex, Microsoft Teams. Ability to develop presentations as directed. Must possess and maintain a valid Virginia driver's license. Adept at networking, building relationships, and community engagement. Ability to work across the organization to deliver solutions that meet internal and external objectives.

Responsibilities Include: Assist with the administrative functions for: Virginia Transit Authority, Domestic Violence, Pre-school Mixed Delivery, Emergency Services, Resource Development, and other programs assigned by COO. Assist all HRCAP programs with intake, filing, and other duties as assigned. Responsible for collecting, researching, and/or preparing all briefing materials – and then follow-up afterwards, as appropriate. Review, import, and assign daily client/customer inquiries for assistance using empowOR. Manage and maintain COO calendar and coordinate all scheduled meetings utilizing various tools not limited to: Office 365 including Outlook, Zoom, Doxy.me, WebEx, Google, etc. Responsible for the delivery and tracking of all operations mail and/or packages not limited to: printing labels, recording tracking information, and delivering packages to USPS, UPS, and FedEx locations as needed. File and organize copies of all payroll notices, timesheets, check requests, purchase orders, and credit card receipts. Schedule COO/program staff travel and training expenses, reconcile travel, and all expenses in alignment with organizational policy. Record and disseminate notes from weekly meetings and assigned subcommittee board meetings. Collaborate with all program components to prepare and coordinate correspondence, presentations, and reports of the COO. Monitor, respond to, and distribute incoming and outgoing correspondence and communications for the COO. Collaborate with Executive Assistant to COO to schedule and coordinate all community related activities. Establish and maintain strong relationships with assistants of other departments. Staff the COO at meetings as directed. All other duties as assigned.

Salary: Negotiable. Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit:

<https://hrcapinc.org/about/employment/> to print an application and mail it to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.