



Hampton Roads Community Action Program

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

POSITION ANNOUNCEMENT

Position: Executive Assistant to Chief Operating Officer
Component: Administration
Reports To: Chief Operating Officer
Location: Newport News, Virginia

Summary/Objective: Under the supervisor of the Chief Operating Officer, the Executive Assistant will be responsible for providing comprehensive support. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. You will organize and prioritize critical issues and required information to support the COO with efficient decision-making. As a Community Action Agency, our programs change rapidly. As a self-driven administrative professional, your ability to work and adapt quickly while ensuring accuracy will be imperative.

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: Minimum of three years of experience supporting executive-level positions. AA required (transcripts required). BA/BS preferred. Ability to utilize MS Outlook, Excel, Word, Teams, Zoom, and Adobe Acrobat Pro. Background check required for employment. Credit report may be pulled if issued company American Express corporate card. Complete work quickly, react with appropriate urgency to situations that require a quick turnaround, and take effective action. A “can-do” and positive attitude. Ability to maintain confidentiality. Strong organizational skills, attention to detail and ability to balance multiple priorities. Adapt to change with ease. Tech-savvy and proficient in Microsoft Office, Adobe, and openness to learning other office and communication tools as needed.

Supervisory Responsibilities: Supervise program staff and volunteers as assigned by COO.

Responsibilities Include: Provide sophisticated calendar management (utilize MS Outlook, Calendly, and paper-based systems) for the COO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements. Anticipate COO’s needs in advance of meetings, conferences, etc. Arrange and handle all logistics for meetings and events: schedule meetings, draft agendas; develop, compile, and distribute presentation materials, and record meeting minutes. Assist with special projects; design and produce complex documents; reports; and presentations; collecting and prepare information for meetings with staff and external stakeholders. Completing expense and mileage reports for the COO. Provide “gatekeeper” and “gateway” role, providing a bridge for smooth communication between the COO and staff, demonstrating leadership to maintain credibility, trust, and support with the Program Leadership Team and Executive Staff members. Complete projects by assigning work to appropriate staff, including Directors and Managers, on behalf of the COO. Generate reports and assist and/or supervise program staff as assigned. Staff the COO at meetings as needed. Operate an agency vehicle for local and no-local assignments. 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 complete an application or 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.