



Fellowship: Office Administration

Location: Whittier, CA

Status: Fellowship, 24 - 40 hours/week

Compensation: \$15/hr

About NHMC: NHMC is a 35 year old nonprofit 501(c)(3) civil rights organization that was founded to eliminate hate, discrimination, and racism towards the Latino community. We educate and increase visibility of Latinx from our policy work in Washington D.C. to our media advocacy work in Hollywood where we collaborate, create, and connect Latinx talent with the entertainment industry. At NHMC we focus on all forms of media because it is one of the most influential and powerful institutions that exist. The media can have important effects on the attitudes, values, and beliefs of society. NHMC collaborates with other social justice organizations to eliminate online hate and hold online platforms accountable for their content. We advocate for the Lifeline Program, Net Neutrality protections, and also work in closing the digital divide for Latino and other marginalized communities. NHMC works in partnership with other civil rights organizations to safeguard democracy in the United States of America.

Job Summary: NHMC is looking for a Fellow who is able to multitask and can thrive in an office setting. Responsibilities include, but are not limited to: internal and external email communications, coordinating phone and video conferences, writing press releases, articles, remarks and marketing materials, coordinating webinars, research and other duties as assigned. This position works closely with and reports directly to the President/CEO and Chief of Staff, but will also interface with the rest of the NHMC staff.

Duties in Detail

- Read, analyze, and respond to incoming emails in a timely manner
- Write email correspondence, letters, agendas, minutes, remarks, presentations, and set up audio-visual equipment
- Coordinate speaking engagements & presentations
- Coordinate educational webinars, virtual panels, & events
- Research and conduct data to prepare for external meetings
- Coordinate President & CEO's complex calendars which include meetings with entertainment executives and government officials
- Research and create copy to post on President & CEO's social media
- Write e-newsletter and other external communication correspondence
- Write articles and create marketing materials for website
- Write press releases and follow up with media inquiries
- Coordinate and co-produce NHMC's podcast
- Handle basic bookkeeping tasks



- Provide general administrative support
- Other related duties as assigned

Minimum Requirements:

- Demonstrated or stated commitment to social justice issues affecting Latinx and other marginalized communities
- Energetic outlook and commitment to NHMC's mission
- Excellent writing skills
- Strong interpersonal and verbal communication skills
- Ability to manage multiple projects simultaneously and efficiently, work resourcefully in a fast-paced environment, and complete assignments in an accurate & timely manner
- Demonstrated ability to prioritize and meet deadlines
- Prior knowledge /experience working with computers, software: Google Suite & Microsoft Office Suite, video conferencing software (i.e. Zoom, Google Hangouts)
- Excellent phone etiquette, good judgment, and discretion
- Occasional lifting up to 35 pounds

Desired Experience:

- Bachelor's degree: Major in Public Relations, Communications, Journalism or other related field
- Experience with Adobe Suite (Photoshop, Acrobat, Premiere Pro)
- Graphic design experience is a plus
- Basic video production
- Website management
- Photography
- 1 year office experience
- Quickbooks is desired but not required
- Strong creative skills and innovative approach

To Apply: Please email avelasco@nhmc.org with your resume, cover letter, and personal statement answering why you want to work for a social justice nonprofit organization.