



EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO
National Hispanic Media Coalition

LOCATION

Whittier, L.A. County, CA

SALARY

\$55K - \$65K

CLASSIFICATION

Full Time Employee, Exempt

THE ORGANIZATION

NHMC is a 35 year old nonprofit 501(c)(3) civil rights organization that was founded to eliminate hate, discrimination, and racism towards Latinos and marginalized communities. 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 Latino talent with the entertainment industry. At NHMC we focus on all forms of media because of its powerful effect 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.

POSITION SUMMARY

The Executive Assistant to the President & CEO (the Assistant) works closely and reports to the President & CEO, and will also interface with the rest of the NHMC staff. The Assistant will have the ability to handle a wide variety of activities and confidential matters with discretion. The short description of this job is “CEO of Making Sure Everything Runs Smoothly.” The Assistant must be a well organized professional that will oversee day-to-day operations for the President’s office, which includes scheduling arrangements, internal and external communications, and information management. The Assistant serves as a representative of the President while interacting with individuals at all levels of the organization, as well as high-level external contacts, and develops



effective working relationships with partners across entertainment and government. In all work, the Assistant manages and accesses confidential material; sensitivity, discretion, professionalism, and sound judgement are required. Former Assistants have gone on to work at production companies, entertainment studios, and promoted from within.

MINIMUM REQUIREMENTS

- Minimum 4 years of administrative experience providing support at the executive level
- Bachelor's degree or commensurate experience
- Demonstrated or stated commitment to social justice issues affecting Latinx and other marginalized communities
- Demonstrated interest in non-profit work, policy, and the entertainment industry
- Excellent written and verbal communication skills
- Strong Technology Skills in Microsoft Office (Outlook, Word, Excel and PowerPoint), Google Suite, Zoom and other video conference software and creation of Zoom meetings
- Strong organizational skills that reflect ability to respond promptly and accurately to multiple tasks with calm and professionalism.
- Very strong interpersonal skills and the ability to build relationships outside and within the organization
- Emotional maturity, including the ability to anticipate needs, and adjust communication styles for different audiences
- Team player, with the ability to be effective independently
- Problem-solver who seeks new opportunities and proposes solutions
- Occasional lifting up to 35 pounds
- Willingness to learn and be trained
- Must have reliable internet access, transportation, a valid California driver's license, and proof of auto insurance.
- NHMC requires proof of COVID-19 Vaccination

DUTIES IN DETAIL

- Coordinate President & CEO's complex calendar which include meetings with entertainment executives and government officials



- Prepare briefing materials, research, and power points ahead of meetings
- Track and handle all external speaking, event and media inquiries
- 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
- Attend external meetings and events representing NHMC
- Coordinate educational webinars, virtual panels, & events
- Research and create copy and video to post on President & CEO's professional social media
- Write e-newsletter and other external communication correspondence ● Write articles and create marketing materials for website
- Prepare press releases and follow up with media inquiries
- Handle basic bookkeeping tasks including working with CPA in monthly financial reconciliation, bill payment, and invoice processing
- Serve as the liaison to the Board of Directors
- Other related duties as assigned

DESIRED EXPERIENCE

- Bachelor's degree: Major in Communications, Sociology, Public Relations, Journalism or related field
- Experience with Adobe Suite (Photoshop, Acrobat, Premiere Pro)
- Website management (WordPress)
- Photography
- Social Media
- Quickbooks
- Event planning experience
- Graphic design experience is a plus (Adobe Illustrator, Canva)
- Basic video production & editing experience is a plus
- Audio editing for podcast is a plus

TO APPLY

Please apply via [Indeed](#) or [LinkedIn](#).

The National Hispanic Media Coalition provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability. The National Hispanic Media Coalition strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+, and other underrepresented applicants. 1.13.22