



EXECUTIVE ASSISTANT & COMMUNICATIONS LIAISON

Up to 5 hours per week | Initial 6-month agreement, then option to renegotiate to part-time & long-term | This position is largely remote, with limited in-person duties

This is a small part-time position through the Hibiscus Rose Therapy Fund. This position provides administrative and communications support to the Fund, reporting directly to Program Director and collaborating with Program Grant Writer as required.

General Administrative Duties

- Review and organize incoming applications for various HRTF programs to be routed to Program Director for evaluation
- Review and process provider invoices via fiscal sponsor platform to ensure accurate and timely payment
- Develop/review, evaluate, and recommend, changes for administrative processes, work flow, records, and other documents
- Manage calendar and schedule meetings for the Program Director
- Manage and capture photo release forms and other program related paperwork for in-person events
- Administer program participant surveys as needed
- Other related duties as assigned

Communications Duties

- Manage correspondence with and required documentation from program applicants, grantees/program participants, and providers
- Answer correspondence addressed to the Program Director; meet with and interview visitors of the Program Director
- Co-create, coordinate, and execute social media marketing campaigns involving all HRTF programs
- Develop content for social media and email campaigns (e.g. program highlights, fundraising, program announcements)
- Create monthly to semi-annual newsletters and blog updates for website
- Manage thank you and other follow-up communications to Community Partners, program participants, and providers

Community Partner Engagement Duties

- Support in identifying, proposing, and maintaining values-aligned Community Partner relationships
- Support in planning and execution of events in local community in collaboration with Community Partners
- Represent Program Director in local/regional/national coalition meetings with community networks
- Prepare regular reports/updates to share with Program Director

Fundraising Support Duties

- Co-create, coordinate, and execute fundraising campaigns involving all HRTF programs
- Support with individual donor fundraising activities
- Provide grant writing support to fund HRTF projects, in the form of reviewing grant proposal drafts with Program Director
- Attend and participate in grant funder interviews with/in lieu of Project Director
- Review and analyze grantee programmatic and expenditure reports to ensure compliance with grant agreements/contracts
- Prepare routine progress and end-of-year reports on grant-funded/contracted activities
- Manage thank you and other follow-up communications to funders and donors
- Other related duties as assigned

Qualifications

- Authorization to work in the United States
- Must live in or near Philadelphia to attend events, establish relationships, and build community
- Minimum of 1-2 years executive assistant and communications, and/or related administrative experience at organizations with budgets of at least \$100,000

Compensation

This is a grant-funded W-2 position. Compensation for this position is \$25/hour. Employer of record will be the Federation of Neighborhood Centers, which fiscally-sponsors HRTF. This position provides unpaid time off in accordance with Pennsylvania state laws. This position does not offer paid vacation or health insurance benefits.

Submit resume/CV and a minimum of 2 professional references related to previous executive assistant and communications, and/or related administrative experience to contact@hibiscusrosefund.org. At least 1 reference must be from an individual working in an executive position.