Job Announcement: Executive and Administrative Assistant

Hesperian Health Guides is a nonprofit publisher of books that empower people to take charge of their own health. Hesperian materials are developed in collaboration with organizations and individuals around the world. Current projects include books on workers’ health, organizing for women’s right to health, and support for children living with HIV.

Hesperian is seeking an Executive/Administrative Assistant to provide support to the Executive Director. There will be periodic support to Administration and Fundraising. Additionally, there are opportunities for participation in the book development process.

This is a full time position.

Responsibilities include:

- Provide support to Executive Director
- Manage correspondence and requests for information
- Manage recruitment and orientations for new staff, work study students, interns, and volunteers
- Coordinate small events and meetings
- General administrative support
- General public relations
- Assist ED in organizing, planning, and documenting Staff and Board meetings
- Assist with Hesperian’s web presence, and the ongoing development and promotion of digital tools
- Database coordination

Qualifications:

- Highly organized
- Able to work with little supervision
- Excellent oral and written communication skills
- A commitment to social and economic justice and/or an interest or background in public health is a plus, as is experience in “developing” countries
- A sense of humor, resourcefulness, and enthusiasm for Hesperian’s mission are important
- Spanish language skills preferred

Compensation:

Starting salary is $30,600 to $35,000, depending on experience. Excellent benefits.

To apply:

Interested candidates should send a cover letter and resume to: jobsearch@hesperian.org, ATTN: Executive Assistant Search. No calls, please.
The position will remain open until filled. Please visit our website at www.hesperian.org for more information about our mission and current projects.

Hesperian is an equal opportunity employer, and we strongly encourage people of color and people with disabilities to apply for all of our job openings. We do not discriminate in employment against persons based on age, color, race, religion, ability, gender, familial status, sexual orientation, national origin, veteran status, or marital status.