



## Job Description

<b>Position Title:</b>	Administrative Specialist
<b>Classification:</b>	Exempt, Full-time
<b>Reports To:</b>	Executive Project Manager
<b>Direct Reports:</b>	N/A
<b>Location</b>	Springfield, VA

### BACKGROUND:

We believe those touched by military service can succeed at home by restoring their sense of self, family, and hope. Nationally, Hope For The Warriors® (HOPE) provides comprehensive support programs for service members, veterans, and military families that are focused on transition, health and wellness, peer engagement, and connections to community resources.

### CORE VALUES:

Hope For The Warriors® (HOPE) understands the challenges, pride, and joy of being a military family. For today, tomorrow, and years to come, we will strive to meet the changing needs of service members and their families. Additionally, we value community. Through our grass root's philosophy of interacting with the communities we live in, work in and send our service members to, we establish and nurture the relationships that have become the foundation of our support.

### PRIMARY ROLE:

The Administrative Secretary provides high-level clerical support to executive and department head-level leadership, performing a variety of secretarial duties and skilled tasks that may include preparing reports, conducting research, and collecting data.

### PRIMARY RESPONSIBILITIES:

- Provides high-level administrative support and assistance to the President/CEO and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.
- Arranges travel and accommodations for executives.
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by executives.
- Performs other related duties as assigned.

**SKILLS AND QUALIFICATIONS:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- High school diploma required; Bachelor's degree in Business Administration or related field preferred.
- At least four years of related experience required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualified employee will work in an office setting, and interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require some flexible hours, in addition to local and national travel (approximately 40%).

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the ability to sit for sustained periods of time, travel, and drive. The vision requirement includes close vision. The employee is occasionally required to lift approximately 30 pounds.

**ACKNOWLEDGMENTS:**

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at will by Hope For The Warriors® or myself, with or without notice for any reason not expressly prohibited by law.