



**OUR MISSION...** *The mission of Homes for HOPE (H4H) is to work within the building industry forming partnerships with builders and their trade partners to create H4H income-generating projects to provide financial resource to help support HOPE International and like-minded organizations which work to alleviate physical and spiritual poverty in the lives of families and individuals in developing countries throughout the world.*

## **EXECUTIVE ASSISTANT INTERN – Homes For Hope**

### **Job Description**

**CATEGORY:** Domestic, Internship  
**REPORTS TO:** Michael Lennon, Executive Director of Homes for Hope  
(Remote Supervisor: based in California)  
**LOCATION:** Lancaster, PA

#### **JOB SUMMARY**

The Executive Assistant Intern is responsible to provide administrative and project support to the members of the H4H team, consisting of the Executive Director, Local Area Reps, the Founder of H4H, and the H4H Regional Administrative Assistant.

#### **PRIMARY RESPONSIBILITY**

To help promote and work to fulfill the mission of H4H in support of the mission and vision of HOPE International (HOPE).

#### **SPECIFIC RESPONSIBILITIES**

##### **I. Administrative support**

- Work close with and provide support to the H4H Regional Administrative Assistant
- Undertake research to assist in preparation for H4H events and speaking engagements
- Implement updates to the H4H website under the oversight of the HOPE Communications team
- Attend and prepare minutes and other documents for various H4H meetings
- Prepare speeches and presentations for H4H team members
- Complete administrative projects as needed to assist the H4H team
- Undertake special projects as necessary
- Assume other responsibilities which are assigned from time to time by the Executive Director and or the Regional Administrative Assistant

## **II. Donor support**

- Assist in developing processes to enable H4H to engage new donor prospects – new builder captains and others – and follow up with existing contacts
- Liaise with the HOPE/H4H communications team in obtaining H4H client stories for distribution to builder captains and other partners and donor prospects
- Develop and coordinate systems to ensure consistent partner engagement

### ***MINIMUM QUALIFICATIONS:***

- I. Personal confession of faith in Jesus Christ and commitment to the H4H mission and to the mission and vision of HOPE International
- II. Excellent oral, written, and public communication skills
- III. Strong people skills with an attitude/ability for high level customer service
- IV. Proficient in Microsoft Office programs
- V. Ability to conduct high-level research and think strategically
- VI. Ability to handle fast-paced and dynamic work environment
- VII. Ability to update the H4H website under the supervision of the HOPE communications team
- VIII. Pursuing degree in business or other related field
- IX. Ability to work in a team environment and to work independently