



Executive Assistant

The Executive Assistant serves as a key member of the HLWF team, primarily supporting the Executive Director and Leadership Team. This role assures successful workflow, growth, advocacy and agency deliverables are met across the organization. The Executive Assistant manages leadership scheduling and provides strategic support to advance the agency mission in service of advancing LGBTQ+ health equity. This is a full-time role with benefits reporting to the Executive Director.

Administration

1. Manage scheduling and requests for the leadership team
2. Create and maintain employee HR files in collaboration with the ED
3. Support the admin team to triage client requests and direct across HLWF team
4. Create agendas and prepare documents for meetings
5. Document meetings and deliverables
6. Support organizational operations across locations
7. Collect and maintain data across departments
8. Coordinate agency documentation and filing systems with leadership team

Strategic Initiatives

1. Provide project management and launch support for new programs
2. Curate and implement agency and community events
3. Coordinate advocacy initiatives to improve LGBTQ+ health outcomes
4. Build relationships with key stakeholders on behalf of the organization and ED
5. Attend meetings as an organizational representative
6. Identify vendors and subcontractors
7. Support agency and community based events

The Ideal Candidate will:

- Have an understanding of gender, sexuality and health disparities impacting the LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to implement anti-racist practices in all of their work
- Work effectively both individually and as part of a team
- Be highly organized and detail oriented

- Able to juggle multiple competing priorities and work in a fast paced environment
- Work a flexible (not 9-5) schedule to support our communities and initiatives
- Provide Act 33/34 and FBI clearances prior to starting* (paid for by HLWF)

Candidates should email their interest with any supporting documentation, including: resume, previous employment, lived, volunteer or educational experiences to: info@hughlane.org This is a mid-level role with opportunity for growth into a Chief of Staff or Director level position.

Hugh Lane Wellness Foundation is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting and promoting a diverse workforce. We believe that differences in the intersections of identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply. Future growth trajectory for this role includes movement toward Chief of Staff or Director level support. Range: 50-60k

*While we are required to procure clearances prior to an offer of employment for all staff, involvement with the justice system that disproportionately impacts Black people, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. There are few instances of disqualification, which are outlined in Pennsylvania Child Protective Services Law. Clearances will only be required following an offer of employment.