

## Executive Assistant (Contractor)

[Elba Hope Foundation](#)

New York, NY • Remote

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### Job description

**Location:** Remote

**Reports to:** Executive Director

**Compensation:** \$25/hr

**Hours:** 20 Hours per week; up to 80 hours per month

### Organization Overview

The Elba Hope Foundation is a nonprofit organization committed to advancing sustainable agriculture, conservation, food security, youth education, and advocacy. Our mission is to drive positive change by fostering innovation, empowering communities, and building strategic partnerships that contribute to the future of these sectors today and for generations to come.

### Position Overview

The Elba Hope Foundation (EHF) is seeking a highly organized, emotionally intelligent, and proactive Executive Assistant to support our Executive Director. This is a highly administrative, part-time, and contractor role for someone who thrives on creating structure, owning communication, scheduling, and logistics. The ideal candidate can manage complex calendars, sift through an email inbox with precision, support special projects (including research), and keep things moving in a fast-paced, mission-driven environment.

This position is primarily remote, though candidates based in NYC or the East Coast are strongly preferred for in-person meetings with the Executive Director in NYC.

## Key Responsibilities

- Scheduling: Coordinate internal and external meetings across time zones with speed and accuracy. Resolve conflicts and ensure adequate prep time.
- Administrative Support: Manage documents, filing systems, and notes; track tasks and deliverables; prepare agendas and coordinate logistics.
- Document Prep: Draft professional communications, organize folders, and ensure materials are ready in advance of meetings and events.
- Time Protection & Diplomacy: Act as a gatekeeper to protect the Executive Directors time and energy. Use sound judgment and clear communication to say no or reprioritize requests as needed, always with professionalism, discretion, and kindness.
- Meeting Follow-Up: Record and distribute notes, track action items, and ensure nothing falls through the cracks.
- Inbox Management: Monitor the Executive Directors email inbox, flag high-priority messages, draft replies, and help manage follow-up.
- Project Research: Support research projects with summaries, background briefs, or comparative analysis as needed.

## Qualifications

- 3+ years of experience in operations, administration, or a related role.
- Excellent written and verbal communication skills.
- Emotionally intelligent, kind, and grounded
- Able to handle ambiguity, change, and direct feedback without becoming overwhelmed
- Detail-oriented with exceptional organizational and communication skills
- Strong technological proficiency (Google Workspace, Zoom, Asana, etc.)
- Comfortable working behind the scenes and taking ownership of logistics
- Proactive with a no task too small attitude and a solutions mindset
- Demonstrated ability to act as a gatekeeper, diplomatic, assertive, and comfortable saying no or redirecting requests to protect executive time.

- Exercises sound judgment and maintains discretion when handling sensitive information or high-stakes communication.
- Comfortable working remotely with strong time management skills.
- Experience in nonprofit, startup, or mission-driven organizations is a plus.

### **Compensation & Benefits**

The rate for this contractor role is \$25/hr with a commitment of no more than 20 hours per week. We offer a flexible, remote work environment and encourage a healthy work-life balance.

### **Application Instructions**

To apply, please submit a resume and cover letter detailing your relevant experience and why you are passionate about our mission. Applications will be accepted on a rolling basis until the position is filled.

We are seeking candidates who bring a deep contextual understanding of Africa and a strong alignment with our mission and values. This may come through lived experience, long-term professional engagement, or meaningful personal connection to the regions and communities we serve. Our work is rooted in respect for local leadership, cultural knowledge, and community-driven solutions, and we prioritize applicants who demonstrate humility, accountability, and a clear commitment to working in partnership with diverse stakeholders. The Elba Hope Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other legally protected characteristic.

Source: [ZipRecruiter – Administrative Assistant \(Contractor\)](#)

### **ESOL Activity: Exploring Job Opportunities in NYC**

**Target Level:** Lower Intermediate (B1)

**Topic:** Employment and Workplace Vocabulary

**Focus:** Reading comprehension, workplace soft skills, and rights for LGBTQIA+ immigrants.

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## Part 1: Vocabulary Match

Match the words from the job posting with their meanings. This will help you understand the requirements.

Word	Meaning
1. <b>Remote</b> ___	A. A person who works for a specific project/time (not a permanent employee).
2. <b>Nonprofit</b> ___	B. Using polite and firm communication to manage people's requests.
3. <b>Contractor</b> ___	C. Working from home or another location, not in a central office.
4. <b>Gatekeeper</b> ___	D. An organization that works to help people, not to make money.
5. <b>Diplomacy</b> ___	E. To give things an order of importance.
6. <b>Reprioritize</b> ___	F. A person who controls access to a manager or director.

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## Part 2: Reading Comprehension

Read the job description for the **Executive Assistant** role and answer the questions below.

1. **What is the name of the organization?**

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2. **How much does the job pay per hour?**

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3. **How many hours per week will the assistant work?**

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4. **Is this job 100% in-person at an office?**

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## Part 3: Soft Skills & Values

In NYC, "Soft Skills" (how you work with others) are very important. Check ( ) the qualities this employer is looking for based on the text:

- [ ] Proactive (taking action before being asked)
  - [ ] Aggressive and loud
  - [ ] Emotionally intelligent and kind
  - [ ] Comfortable saying "no" politely
  - [ ] Only interested in high-level tasks
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#### Part 4: Your Rights in NYC

*Read the final paragraph of the job posting again. It mentions "Equal Opportunity Employer."*

**Discussion Question:** The text says they do not discriminate based on "**gender identity or expression**" or "**sexual orientation.**" \* In New York City, the **NYC Human Rights Law** protects you from discrimination during job interviews and at work.

- **True or False:** In NYC, an employer can legally fire you because you are part of the LGBTQIA+ community. (*Answer: False*)
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#### Part 5: Writing Practice

*Imagine you are interested in this job. Write three short sentences to explain why you are a good candidate.*

1. I have experience in  
\_\_\_\_\_.
2. I am good at using (Technology/Apps)  
\_\_\_\_\_.
3. I want to work for the Elba Hope Foundation because  
\_\_\_\_\_.