

EXECUTIVE ASSISTANT TO THE CHAIRPERSON AND FOUNDER

Who we are

HOPE was founded in 2012 with one Mission: to provide Filipinos with an easy way to vote with their peso about what was important to them. As an Impact Company and the country's 1st B Corp, we put Education at the forefront of our movement, building much-needed public school classrooms through the sale of Hope in Bottle water. In 2016, we branched out into Agriculture interventions that would help secure the livelihood of thousands of smallholder farmers through the Hope in a Coconut campaign in partnership with the world's leading coconut water brands.

Most recently, in 2019, we created the Plastic Credit Exchange, which works with game-changing companies to sustainably neutralize their plastic footprints to promote Environmentally responsible consumption and to make sure that we are working towards a safer, cleaner planet. All of these efforts come together to deliver on what we at HOPE promise – a movement leveraging the power of people to achieve great things Together.

Business for Good.

The opportunity:

As the **Executive Assistant to the Chairperson & Founder**, you will utilize your project management skills to provide personal and professional support to our Founder and Chairwoman. Your responsibilities will include but are not limited to:

- Supporting our Chairperson & Founder on a range of special projects;
- Coordinating, resourcing, and executing strategic initiatives and daily tasks;
- Assessing inquiries directed to the Chair, determine the proper course of action, and coordinate with appropriate internal and external stakeholders to manage;
- Serving as a subject matter expert, handling inquiries, conducting research and developing action plans to address them, and assisting with the preparation and dissemination of communications both internal and external;
- Presenting the Chair and her work professionally.

Who are we looking for?

We are looking for motivated, proactive, and detail-oriented candidates who have a passion for HOPE's mission.

- Candidates should have an undergraduate degree in Business Management, Communications, Management Engineering, and related courses.
- Preferably with previous work experience related to supporting leadership, chief of staff work, and project management
- Must have excellent communication and presentation skills.
- Must have outstanding interpersonal skills and the ability to interact with staff at all levels.
- Must be proactive, flexible, and have a strong decision-making ability
- Most importantly, you should also be excited about the prospect of operating independently in a fast-paced and entrepreneurial environment.