

# Administrative Assistant and Supervisor

Call ID: NAD-Esperanza-TV-000389-2024

Where: PALM BAY, FL, United States

When: May 20, 2024 - May 18, 2025

## Summary

Esperanza TV (Esperanza Hispana Channel in North America) is seeking a highly qualified Administrative Assistant and Team Supervisor. The ideal candidate will be responsible for supporting the manager and team with administrative tasks while overseeing the work of all team members. This role requires excellent organizational skills, leadership abilities, and a strong attention to detail.

## Destination

PALM BAY, FL United States

## Term

Long-Term, 6 - 12 months, May 20, 2024 - May 18, 2025

## Position

Type: Administration, Total People Required: 1, Target Age: Young Adults (26-40)

## Finances

Cost: \$0.00, Monthly Living Allowance: \$1250.00, Local Currency: USD, Finance Type: Fully Sponsored

## Lodging & Food

We will provide lodging with utilities paid, including, electricity, water, cell line, and the volunteers will receive a monthly living allowance of \$1,000.00

Restrictions: Not Specified

Gender Lodging: Either

Marital Status Lodging: Either

Child Accommodations: Not Specified

## Health Notes

good health, no pre-existing conditions.

## Dress

Acceptable:

Appropriate clothing for each occasion, formal when the event to be recorded is formal and casual when the

event is casual.

Unacceptable:

Clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories or fragrances. Plunging necklines, midriff-revealing crop tops, sheer fabrics, mini skirts, and dresses don't belong in the workplace.

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## Duties

- Record the channel's chronology with photos
  - Create job description documents for each role
  - Supervise the progress of each department's management
  - Manage the ETV Manager's schedule
  - Define and execute logistics for each event
  - Schedule meetings for each department among themselves and with the ETV Manager
  - Manage payments and collections
  - Create the programming schedule for ETV
  - Process monthly Expense Reports
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## Experience

minimum two years as assistant

## Education

High School

## Education Concentration

Not Specified

## Languages

Sp

## Trade Skills

Any

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**Host**      « Private »

**Host Contact** « Private »

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## Travel Documentation

Travel

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Destination City PALM BAY, FL Destination Airport Orlando

**Medical**

Required Inoculations (not set) HIV Clearance Required? No  
Medical Recommendations (not set)

**Visa**

Visa Required? Yes Visa Type 1  
Visa Application By Volunteer / Sponsor  
Work Permit Required? No  
Work Permit Application By (not set)  
Police Clearance Required? No  
Child Protection Required? No  
Send Documentation To (not set)  
Documentation Deadline (not set)

Visa Travel Details

We will pay for the visa application if you are selected as our volunteer, and we will pay the flight ticket to Orlando FL, or to Baltimore, MD

**Interview**

Phone Interview Required? Yes  
Signed Agreement Required? Yes

**Orientation**

Orientation on Site? Yes  
Orientation Stipend? No

**Travel Advisory**

United States

**1** Exercise normal precautions