



JOB DESCRIPTION

Position:	Executive Assistant to the President
Group:	President's Office
Reports to:	President
Supervises:	None
Status:	Exempt

Summary

The Executive Assistant to the President supports and promotes the mission and missional priorities of the Covenant denomination. This role supports the president's strategic leadership of the denomination. The executive assistant provides administrative and operational support that is professional, timely, and confidential. This position requires excellent organizational, writing, and editing skills and communicates in a clear and service-oriented manner. Managing multiple responsibilities and adjusting to the changes that occur in a president's office calls for flexibility, initiative, and good judgment.

Major Responsibilities

- Build strong relationships with a broad constituent group (Board members, pastors, staff, ministry partners, affiliates, denominational committees, denominational members, vendors, etc.)
- Communicate clearly and promptly with constituent groups - process and respond to enquires in a professional, hospitable, and courteous manner
- Manages calendar, meetings, travel arrangements for the president
- Coordinates scheduling and details of staff meetings or other meetings and events for the president; manages supplies, equipment, books, and other items
- Screens , directs phone calls for the president; responds to calls of concern and issue and assesses, analyzes, and provides steps for problem-solving or resolutions/or referring to appropriate personnel
- Manages mail, emails and general office correspondence
- Writes draft copy of documents, letters, articles, and some presentations for the president to edit and review.
- Maintains and processes a wide variety of manual and electronic documents, files, records many of which are confidential for the president including expense reports, budgets, employee information, etc. needed for historical reference and day to day activities of the president's office.
- Manages confidential projects and situations with discretion, respect, and sensitivity



- Manages and support strategic planning work and special projects of the president's office for the purpose of achieving the goals and objectives of the denomination office
- Other duties and/or projects as assigned by the president as needed for the president's office to operate efficiently and effectively
- Travel is infrequent and limited but may have to travel from time to time (less than 5%)

Education and Experience

Required: Executive assistant has five or more years of experience supporting executive -level leaders and can work flexible hours as needed including some evenings and weekends for special events/meetings .

Preferred: Experience in working with not-for-profit organizations; preference in a Christian context
Speech writing experience is a plus.

Required Skills

- Ability to create a warm, welcoming, and positive atmosphere of hospitality in the president's office
- Detail oriented, strong organization, prioritization and time-management skills.
- Excellent verbal and written communications skills (grammar and punctuation), including editing , presentation development, and phone etiquette.
- Proficiency in Microsoft Office Suite, and ability to effectively work with PC and MAC environments
- Attention to detail, organization and excellent follow through skills
- Ability to multi-task frequently and manage workflow to accomplish varying deadlines
- Ability to discern, evaluate and formulate solutions to needs and executes independent judgment and problem-solving techniques
- Ability to operate with discretion and maintain strict confidentiality
- Flexible in approach and adjusts actions when appropriate.
- Excellent people skills and is a strong team player
- Demonstrates respect for diversity and differences
- Takes initiative and self-starter with the ability to work independently
- Comfortable with technology and use of different tools, platforms and media as needed.

Environment Conditions

Able to work well in professional office setting; Must engage frequently with office tools and equipment, such as: computer, copier, phone, web-conferencing equipment, cell communication, printers, etc. Must be able to occasionally lift or move items, less than 40 lbs.