



## **Job Description Executive Assistant**

### **VISION**

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

### **MISSION**

Our mission is to provide Christ-centered homes and education for children, equipping & inspiring them to fulfill God's plan for their lives.

**SUMMARY/OBJECTIVE:** The position of Executive Assistant provides high-level administrative support to the ministry, President/CEO, Board of Directors, and staff with major functions including, but not limited to organization, correspondence, and other operational duties within the office. Also serves as volunteer coordinator.

**REPORTS TO:** President and CEO

**JOB CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Administration

**SUPERVISES:** None

### **ESSENTIAL FUNCTIONS:**

- Provide administrative support to President/CEO. Maintains schedule, logistics, and reminders for President/CEO.
- Front Office Management: Greets visitors and answers phone calls in a professional manner maintaining a high degree of customer service. Responsible for receiving & distributing mail including operation of postage machine.
- Coordinates Volunteer Groups.
- Coordinates Board & Committee meeting logistics and prepares/distributes materials.
- Client invoicing.
- General support of the Finance department.
- Up-dates directories as needed.
- Maintains electronic calendars for both Bethel Bible Village & Bethel Christian Academy.
- Assist Program staff in maintaining database information. Maintains donor database.
- Assists with semi-monthly payroll and helps maintain the accuracy of systems data.
- Assists Development Team with major fundraising events including Annual Golf Tournament, Country Connection & SuperHeroes 5k Race.

### **MINIMUM REQUIREMENTS:**

Spiritual: Demonstrate a vibrant Christian faith and be active in a local Christian church.

Education/Experience: Bachelor's Degree

Specific Skills/Requirements: 2-4 years working in an administrative role. Excellent written and verbal communication skills. Excellent interpersonal skills and ability to maintain confidentiality. Strict attention to detail and strong data entry skills. Ability to multi-task and meet strict deadlines. Ability to work independently or as a team. Ability to coordinate with multiple teams.

Specialized Knowledge, Licenses, etc.: Knowledge of administrative procedures and proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint.

**PHYSICAL REQUIREMENTS:** This job operates in a professional office environment using standard office equipment such as computers, phones, fax/copiers, and filing cabinets. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand; walk; sit; use hands; reach with hands and arms; balance; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Often responds to the phone and communicates with staff and donors.

**OTHER DUTIES:**

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

**SIGNATURE:**

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_