

Administrative Assistant to the CEO

Well-established Christian organization seeks strong team member to serve as Administrative Assistant with desire to use skills and experience within a global ministry. Position reports directly to the CEO providing internal and external correspondence and communications to effectively lead the organization, while managing travel and other scheduling. Must be self-starter with strong organizational skills, attention to detail, ability to multi-task, and excellent business writing, proofreading and verbal communication skills. Energetic with good work ethic required. Proficiency in Microsoft Office, Word, Excel, PowerPoint, Outlook, and Zoom (Go to Meeting) is required. Mature individual interacts closely with CEO, President, other officers, staff, Board of Directors, donors, pastors, professors, and marketplace leaders. College degree preferred.

Position Summary

The Administrative Assistant supports the CEO with internal and external correspondence and communication and assists him in monitoring schedules and commitments.

Responsibilities and Duties

1. Compose, type, screen, and/or sort mail, correspondence, e-mails, and phone calls, both business and personal for CEO.
2. Maintain CEO's business and personal calendar, contacts and various files, especially regarding engagements.
3. Booking and confirmation of speaking engagements; preparing manuals, various handouts and maintaining files for each engagement as well as mailing and follow-up as required afterwards.
4. Book all travel arrangements for business and personal trips for CEO.
5. Prepare, transcribe, type, edit, and proofread select materials written by the CEO.
6. Input all collected illustrations into illustration databases using Microsoft Access.
7. Input receipts, create and reconcile expense reports, and reconcile credit cards.
8. Handle all Board-related documentation, files, applications, etc. respecting needed confidentiality and discretion.
9. Take and transcribe minutes at all Board and committee meetings, and other meetings as needed.
10. Assist CEO with presentation preparation via PowerPoint and provide IT support for CEO.
11. Input select notes into donor database and generate on-demand donor reports.
12. Perform any other responsibility assigned by the CEO.

Skills and Abilities

Required Skills: Administrative skills of planning and organizing
Ability to prioritize activities and meet deadlines
Excellent interpersonal skills
Excellent grammar and proofing skills
Attention to detail
Mastery of Microsoft Office
Typing speed – 50 wpm+
Use of all general office equipment
Writing and editing
Digital skills (Zoom, social media, etc.) and a desire to learn other tools
Proven ability to “manage up” effectively
Anticipate needs, solve problems, and independently handle issues

Ability to: Adjust easily to interruptions
Handle multiple tasks
Read lots of handwritten notations
Think on your feet
Coordinate events
Deal with people with tact and respect
Get along with staff
Be a likable gatekeeper
Demonstrate professionalism in dealing with confidential matters
Learn new things and adjust to change
Receive and respond to criticism well
Communicate through social media

Education and Experience

Position requires a minimum high school diploma and some college coursework or training. Proven experience in administrative skills, with at least four to five years of experience.

Relationships and Contacts

Internal: Interacts closely with CEO, President, and staff.
External: Interacts with Board of Directors, contributors, pastors and their staff, professors, and marketplace leaders.

Reports directly to: CEO

Working Conditions

Small office environment. While team meetings occur, the majority of time is spent in front of the computer and requires sitting for extended periods of time.