

## JOB DESCRIPTION: EXECUTIVE ASSISTANT

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<b>Department:</b>	External Partnerships
<b>Reports To:</b>	Senior Vice President
<b>Recruited By:</b>	Senior Vice President
<b>Approved By:</b>	Senior Vice President
<b>Organizational Unit:</b>	Headquarters
<b>Status:</b>	Full-Time
<b>Classification:</b>	Non-Exempt

### JOB SUMMARY

This Executive Assistant will provide a broad range of high-level, support services for the Senior Vice President, Vice President of Strategic Partnerships, Vice President of Strategic Communications, the Executive Director of Development, and the Executive Director of Initiatives. This position requires a high level of emotional intelligence and the capability to manage sensitive and/or confidential information with careful discretion. The Executive Assistant will maintain a calm demeanor, a high level of customer service, and the ability to make sound judgments while working in a fast-paced environment.

This Executive Assistant will possess strong written and verbal communication skills, the ability to consistently re-assess priorities, and strong organizational and administrative skills. This person will enjoy working behind the scenes on administrative tasks to ensure a smooth-running office but also the challenge of taking on new projects and priorities at a moment's notice. They will demonstrate a high level of initiative on various tasks and propose solutions to potential and real challenges.

### ESSENTIAL DUTIES AND FUNCTIONS

- Complete a wide variety of administrative tasks for his/her direct reports and the External Partnerships Department, including managing complex calendars, ensuring the schedule is organized efficiently, prioritizing the most important items, and resolving conflicts in advance
  - Manage the planning, coordination, and execution of business travel, including trip logistics and itinerary; proactively manage schedules to build in travel and buffer time, align against key priorities, and flexible as urgent issues arise
  - Provide coordination for meetings, tours, and speaking engagements along with all relevant details and ensuring staff preparation in advance
  - Work closely with direct reports to ensure they are informed of upcoming commitments and responsibilities, following up appropriately
  - Ensure that the direct report's administrative tasks and assigned reporting (expense reports, donor data entry, etc.) are accomplished in a timely and accurate manner
- Research, prioritize, and follow up on incoming issues and concerns addressed to direct reports, including those of a sensitive or confidential nature, determining appropriate course of action, referral, or response

- Develop Excel spreadsheets, reports, data visualization, and PowerPoint presentations and special projects
- Track, analyze, and report data from all One More Child as directed
- Work cross-departmentally to assist with CRM reporting
- Compose, prepare, and edit correspondence, presentations, or other written documents
- Take, compile and distribute minutes of meetings as requested
- Provide research on assigned topics
- Interface directly with other leadership staff and their support teams; efficiently direct staff to the appropriate department when needs arise
- Effectively communicate with donors, churches, community partners, and others in a timely manner to enhance engagement with OMC
- Purchase and maintain inventory of supplies/office equipment for direct reports
- Manage assigned projects or participate with relevant teams on assigned projects
- Coordinate and manage systems to organize and maintain records/files
- Handle confidential, sensitive information with discretion
- Perform such other duties as may be assigned

#### MINIMUM QUALIFICATIONS

- Bachelor's degree required
- Relevant experience in administrative work/project management
- Proficient in Microsoft Office Products, especially Excel, and ability to utilize new software such as project management and donor databases. Experience working with Canva is preferred.

#### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to maintain confidential information with discretion
- Effective oral and written communication skills
- Skilled at analyzing data and identifying useful information
- Flexibility to adjust with poise to changing priorities in a fast-paced environment
- Dependable, highly motivated self-starter who frequently demonstrates initiative
- Detail oriented, highly organized, and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy
- Ability to understand and follow oral and written instructions, manage and meet multiple deadlines, and work both independently and as part of a team
- Ability to build effective professional working relationships both internally and externally
- Ability to solve daily problems by analyzing situations, determining appropriate next steps, and implementing the plan accordingly
- Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns
- Ability to comprehend and process information rapidly and accurately
- Skilled in effectively organizing work, files, records, etc., to maintain efficient workflow

### SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer, and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

### PHYSICAL DEMANDS

**These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and/or equipment).

### WORK ENVIRONMENT

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Job functions are performed in a normal office environment.

*I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_