

EXECUTIVE ASSISTANT POSITION DESCRIPTION

POSITION TITLE

Executive Assistant

JOB SUMMARY

The Executive Assistant provides primary support to an assigned department leader (or leaders) at The Word Church, in addition to assisting the administrative team with various projects and duties that support the efficiency of senior staff. The Executive Assistant will relieve the assigned department leader (or leaders) of time-consuming administrative tasks, and must exercise extraordinary caution to maintain confidentiality and trust in handling all business-related matters. Assistantship duties are broad, but include the items listed below.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ Administration:
 - Execution of administrative tasks, including answering phones, taking messages, composing and sending electronic communications, sorting and delivering mail, greeting guests, submitting requests for supplies, etc.
- ✓ Travel Arrangements:
 - Research and coordination of accepted ministry engagements, flights, hotels, ground transportation, etc., as well as arising modifications and adjustment of prior arrangements
- ✓ Appointments:
 - Scheduling of appointments as required, based on confirmed availability
- ✓ Correspondence:
 - Initiation of routine correspondence (paper-form and/or electronic form) with internal and external parties, and with appropriate follow-ups on such correspondence
- ✓ Typing:
 - Heavy composing and typing of business-related materials, documents, and correspondence originating from various sources (i.e. dictation, rough drafts, hand-written memos, etc.)
- ✓ Transcription:
 - Transcription of meetings minutes (including planning and/or creative meetings) into Word processing documents
- ✓ Editing:
 - Correction of grammatical errors on official documents and written communications
- ✓ Compilation and Analysis:
 - Compilation, organization, analysis, and review of data of various formats (including Excel spreadsheets), with keen attention to accuracy and completeness
- ✓ Filing:
 - Organized upkeep of general and specific files (including electronic files)
- ✓ Copying:
 - Preparation and duplication of materials for staff, with copyright permissions obtained as required
- ✓ Operations:
 - Assistance with various aspects of event coordination, budget management, and communications

REQUIRED SKILLS

- ✓ Technical competence with internet navigation, database applications, and software programs (e.g. Microsoft Office Suite)
- ✓ Exceptional communication skills (verbal and written) with demonstrated ability to speak, read, and write English
- ✓ Knowledge of grammatical principles and standard proofreaders' marks
- ✓ Proficient interpersonal skills and professionalism
- ✓ Strong organizational and multi-tasking capabilities
- ✓ Superior attention to detail
- ✓ Sound ability to:
 - Perform basic administrative and clerical functions such as typing, filing, data entry, organizing materials, copying, faxing, scanning, etc.
 - Work effectively in both independent and collaborative settings
 - Protect confidentiality when handling sensitive information
 - Maintain familiarity with The Word Church's priorities, policies, procedures, programs, and personnel
 - Learn and efficiently apply new ideas, processes, policies, and functions
 - Solve problems independently and effectively
 - Adapt to shifting priorities, demands, changes, and workloads
 - Function under pressure in an ever-changing environment
 - Manage time wisely and meet fast-approaching deadlines
 - Follow through on assigned projects, providing timely updates as needed
 - Edit written materials accurately
 - Coordinate calendars and revise schedules frequently
 - Render guidance and direction in development of support staff and volunteers

GENERAL QUALIFICATIONS

- ✓ At minimum, a bachelor's degree and 2 years of experience in administration or a related field, with experience in a non-profit environment strongly preferred
- ✓ A vibrant and growing personal relationship with God, with commitment to Christian principles and teachings

SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

APPLICATION

Submit cover letters, résumés, and other relevant employment information by email to twcemployment@wordcity.org, or by postal mail with attention to: TWC Employment.