

JOB DESCRIPTION

POSITION: Executive Assistant – Administrative Office

REPORTS TO: Executive Director

MINISTRY DIVISION: New Life Family Services (NLFS) and its programs

POSITION OBJECTIVES: To assist the Executive Director and Leadership Team in providing administrative support, writing and project coordination, and provide operational support for the agency.

POSITION REQUIREMENTS: Bachelor's Degree in Business, Communications or related field and two years professional experience. Proficiency in Microsoft Office based software.

DUTIES AND RESPONSIBILITIES:

EXECUTIVE DIRECTOR SUPPORT:

Directly support the Executive Director in day to day operations including managing calendars, scheduling appointments, credit card reconciliations, manage MN Directors Fellowship group (emails, agendas, minutes), Board of Director meetings (preparation of reports, meeting set up and clean up, take and send out minutes).

OFFICE MANAGEMENT:

Maintain general office work space, order office supplies for HQ, reserve conference rooms for HQ meetings, coordinate office specific events.

AGENCY OPERATIONAL RESPONSIBILITIES:

Process HR paperwork, Oversee IT functions of organization, maintain agency network, process renewals for agency affiliations.

DEVELOPMENT DUTIES:

Write monthly thank you letters for donors, schedule donor appointments, assist Executive Director with donor birthdays, anniversaries, hand-written notes, etc.

GENERAL:

OUTREACH:

Attend all New Life fundraising events. Coordinate office specific events and other community events as directed by the Director of Community Outreach. Assist in marketing New Life events as needed.

SELF-DEVELOPMENT:

Participate in appropriate workshops and training sessions and ensure continuing education requirements are met.

VALUES/SKILLS:

Demonstrate strong interpersonal, administrative and writing skills, with attention to detail. Exhibit strong commitment and dedication to the sanctity of all human life. Exhibit strong commitment and dedication to sexual purity. Agree with and be willing to uphold Transform Minnesota's Statement of Faith, values and policies. Exhibit the ability to manage multiple responsibilities at once. Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.