

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 Management Team in providing administrative support, writing and project management in order to maximize effectiveness of leadership team.

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:

ADMINISTRATIVE:

Assist the Executive Director in maintaining staff personnel files for Department of Human Services audits and reviews, credit card reconciliations, donor appreciation and receipting, office organization and supplies ordering, filing, statistical recordkeeping research, meeting set up and record minutes for Board of Directors Meetings, execute donor and client mailings.

COMMUNICATIONS:

Write monthly thank you letters to New Life donors, support Executive Director and Director of Marketing in written articles, manage and write content for email marketing, assist with newsletters, blogs and social media posts as needed.

PROJECT MANAGEMENT:

Assist the Executive Director and Management Team in executing projects across programs and reporting results to Executive Director, communicates Executive Directors decisions and directives across programs and assigns duties to key staff while ensuring that timely follow-up is completed by all staff members involved.

DEVELOPMENT DUTIES:

Assist in areas of development including; preparing reports by collecting and analyzing information extracted from the ministry database, creation of segmented mailings and mail merges and other duties as assigned.

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:

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. Demonstrate strong interpersonal, administrative and writing skills. Exhibit the ability to manage multiple responsibilities at once. Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.