

**City Ministries**  
**Job Description**

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**Executive Assistant**

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**I. POSITION DESCRIPTION**

Provides centralized office services and communications by implementing administrative systems, procedures, and policies; monitoring administrative projects; and point of contact for Board of Directors and administrative support for Executive Director and key department managers as needed. Coordinate space and office organization; purchase and manage supplies and equipment. Maintain centralized records and databases, and provide support for Executive Director and key department managers as needed. Greet visitors and callers, route and resolve information requests

**II. RESPONSIBILITIES**

Central Administration

- Performs all administrative duties in support of Executive and Senior Management including written correspondence, coordinating projects, setting up meetings, supervising volunteers, and interfacing with Board Members at direction of Executive Director.
- Prepares all meeting materials/packages to include agendas and supporting reports to support ED presentation. Assure dissemination of such materials to all concerned in a timely manner. Schedule and arrange for meeting facilities and catering, when necessary.
- Provides information by answering questions and requests serving as central point of contact for Churchome departments and other partners.
- Maintains continuity of work operations by documenting and communicating needed actions to management; mail distribution; discovering irregularities; determining continuing needs.
- Maintains rapport with customers, managers, and staff by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
- Maintains central calendar and primary purchasing agent and manager of supplies budget.
- Accomplishes department and organization mission by completing related results as needed.
- Key support for fundraising
- IT trouble shooting and liaison with contracted providers.

Accounting

- Provide emergency backup vacations, days off etc. for cutting checks, petty cash for CPA, Credit Card purchases, and payroll, time sheet verification emails, payroll reminders, holiday schedule & pay dates, new employee reference checks, verification of medical/dental/life insurance payments.

City Ministries may also assign other duties or responsibilities, in its sole discretion.

**III. EMPLOYMENT STANDARDS**

**Education/Experience:**

- Bachelor's Degree preferred
- Five years' experience working with senior leaders in an organization.
- Comprehensive knowledge of Personal Computer operations (i.e., Word, Excel, PowerPoint).
- Excellent written/verbal communication skills relative to good business correspondence and office management.
- Requires excellent organizational skills and attention to detail and the ability to work independently without direct daily supervision. Specific knowledge of bank administration practices and policies. Must have the ability to work directly with department managers.
- Five years' of experience in working in an office administrative capacity, with purchasing, accounting support experience.
- Ability to see, articulate and implement the vision of City Ministries.
- Can anticipate, enjoy and thrive in a rapidly changing environment.

**Skills:**

- Client Relationships, Supports Innovation, Developing Standards, Hiring, Administrative Writing Skills situational leadership and communication skills
- Supervisory Experience helpful
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Able to lift 25 lbs. (these types of abilities are especially important to list if you have a position requiring physical strength or stamina)

**Work Status:** Full Time, Benefits Included, Availability for working remotely

**Supervisor:** Executive Director & Program Manager

**Staff Supervision:** Volunteers as needed

Employees of City Ministries must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the other manuals and directives, as revised by City Ministries from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by City Ministries at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and City Ministries.