

Job Description

EXECUTIVE ASSISTANT

REPORTS TO: Executive Director

BASED AT: Barnabas Foundation, Crete, IL

PURPOSE: The Executive Assistant's primary responsibilities include assisting the Executive Director with correspondence, scheduling and staff communication, serving as the corporate secretary of Barnabas Foundation and supporting other leadership responsibilities.

KEY RESPONSIBILITIES

1. Assist Executive Director with a variety of clerical and administrative duties.
2. Compose correspondence when needed.
3. Complete necessary follow-up work after appointments.
4. Prepare travel arrangements for Executive Director.
5. Gather and assemble materials for Board of Directors and Committee meetings held throughout the year. In addition, attend, record and distribute minutes as Corporate Secretary.
6. Interact with Board members, member organizations, staff and clients on behalf of the Executive Director's office.
7. Assist with the preparation of presentations for Executive Director and other staff as assigned.
8. Prepare and distribute the Annual Reports for Barnabas Foundation and its support Organizations.
9. Perform other related duties as assigned.

QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. A passion for helping Christians recognize God's ownership of everything and the importance of handling what is entrusted to them in a manner that honors God.
2. At least 5+ years of recent experience as an administrative assistant.
3. Excellent writing ability and verbal communication skills.
4. High level of attention to detail on correct English usage, grammar, spelling and punctuation.
5. Ability to manage multiple priorities in an organized manner, meet schedules and timelines, maintain records, prepare reports, plan and organize with little supervision.
6. Ability to maintain confidentiality with discretion at the highest level.
7. Strong computer skills – competent user of Microsoft Office products (including Word, Excel, Outlook and Power Point).
8. Familiarity with the use of CRM databases.
9. Positive attitude and an excellent track record of working cooperatively with others.
10. High level of spiritual and emotional maturity.
11. General mobility is necessary to complete multiple tasks around the office; possibly including lifting 10-15 lbs.