



Job title	<i>Executive Assistant</i>
Reports to	<i>Executive Director</i>

Job purpose

The Executive Assistant is responsible for effective office management by providing coordination in the Anderson, IN office of projects, facilitation of events and meetings and all correspondence sponsored by the team. This role will enhance the effectiveness of the organization by providing information management support and representing the organization to others.

Duties and responsibilities

- Provide primary assistance to the Leadership Focus team, including but not limited to the duties outlined here
- Provide main lobby reception coverage one hour daily and on rare occasions when other staff schedules require additional back-up
- Responsible for day-to-day operations including coordination of meetings, taking minutes, correspondence, and customer service
- Oversee and manage filing system
- Maintain and coordinate appointment schedules by planning and scheduling meetings, conferences, teleconferences and travel; includes processing of all reimbursements and payments
- Reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Prepare reports by collecting and analyzing data and distributing accordingly

Qualifications

- Two years of college preferred
- Committed Christian with strong appreciation and support of Church of God Ministries and the CHOG Movement
- Strong communication skills, both written and verbal
- Excellent computer skills with proficiency in latest version of Microsoft Office Suite and a variety of web-based applications
- Demonstrated skills in task organization and attention to detail
- Demonstrated ability to be self-initiating in tasks and procedures
- Ability to handle stress and pressure constructively
- Ability to relate well with peers and supervisors
- Ability to work independently, as well as function as a team player
- Ability to relate effectively with individuals of diverse ethnic and cultural backgrounds
- Excellent interpersonal skills-comfortable and confident in one-on-one exchanges
- Professional image and demeanor

Direct reports

- None

Physical requirements

	Percentage of work time			
	0-24%	25-49%	50-74%	75-100%
<i>Seeing:</i> Must be able to read/write/documents, make eye contact				X
<i>Hearing:</i> Must be able to hear well enough to communicate with constituents in person and over the phone				X
<i>Speaking:</i> Must be able to communicate verbally in English with constituents in person and over the phone				X
<i>Standing/Walking/Mobility:</i> Must be able to navigate the facility all on ground level			X	
<i>Climbing/Stooping/Kneeling:</i> Must be able to navigate the facility and perform filing tasks		X		
<i>Lifting/Pulling/Pushing:</i> Must be able to lift files and exert minimal force to move objects less than 10 lbs.		X		
<i>Fingering/Grasping/Feeling:</i> Must be able to use computer keyboard and telephone.				X

Employment and Lifestyle Standards:

Church of God Ministries employees own the following core truths and will be held accountable to them, as I serve as part of the Church of God Ministries staff team:

1. **The Supremacy of Jesus:** Jesus is Lord. He is both the Son of God and the Son of Man, He is the one Mediator between heaven and earth, the singular, exceptional, supreme Savior; He is the Word become flesh and the exact representation of God the Father in human form; He is the subject and the centrifugal force of our ministry.
2. **Unity.** We are called to be a catalyst for the unity of the whole Body of Christ; the division of the body is hell's greatest weapon to thwart Heaven's ends.
3. **Holiness.** We believe in the sanctifying power of the Holy Spirit; He empowers us to have victory over sin and equips us to do Heaven's work. We believe personal holiness inevitably impacts the world around us with social holiness. We believe it is the Holy Spirit Who propels us to be salt and light.
4. **The Great Commandments.** Jesus identified the great commandments, calling us to love God with our whole being and to love our neighbors as ourselves. We believe these two are the sum of the law and the prophets and are thresholds through which we walk into eternal life and holiness.
5. **The Integrity of Scripture.** We believe the Bible, in both the Old and New Testaments, is the plumbline by which all faith and conduct must be measured. The Bible is our source authority, with which our ambitions, purposes, and lives must be congruent.

Furthermore, Church of God Ministries employees profess to follow Jesus, embracing Him personally as Lord, and walking humbly before Him, and they open themselves to the filling and possession of the Holy Spirit, surrendering their all to Him.

Approved by:	<i>ABrandon</i>
Date approved:	<i>1-10-2021</i>
Reviewed:	