



Job title	<i>Executive Assistant to the Chief Operating Officer</i>
Reports to	<i>Chief Operating Officer</i>

Job purpose

The Executive Assistant to the Chief Operating Officer is responsible for effective office management by providing coordination of projects, facilitation of events and meetings, and all correspondence sponsored by the Chief Operating Officer (COO). This position will enhance the effectiveness of the COO by providing information management support and representing the COO to others.

Duties and responsibilities

- Oversee projects and assist in facilitating training on behalf of the COO.
- Responsible for all day-to-day operations in the COO's office.
- Welcome guests and customers by greeting them, in person or on the telephone; by answering and directing inquires.
- Oversee and manage filing systems.
- Maintain COO's appointment schedule by planning and scheduling meetings, conferences, virtual meetings, and travel.
- Conserve COO's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Assist the director in maintaining the department's annual budget.
- Process and maintain records for office purchases and coordination of budget reporting.
- Work with Accounting to obtain monthly operating budget.
- Ensure all meetings are communicated and serviced appropriately; attend meetings as assigned by the Chief Operating Officer and maintain minutes of those meetings.
- Coordinate logistics for all Chief Operating Officer sponsored meetings and events (domestic and international).
- Facilitate and coordinate the COO's calendars and schedules.
- Manage inventory and supplies for the COO.
- Reconcile expenses for the COO.
- Prepare reports by collecting and analyzing information.
- Maintain customer confidence and protects operations by keeping information confidential.
- Solve problems in technology, communications, and employee-relations.
- Responsible for bringing all issues of concerns to Chief Operating Officer.
- Responsible for communicating to various constituents on behalf of the COO.
- Oversees creation, preparation, and mailing of correspondence on behalf of the COO.
- Assists the other executive assistants as needed and works as a part of the Executive Assistant team.

- Maintain comprehensive knowledge of the organization’s various ministries in order to answer and assist persons making inquiries.
- Other duties may be assigned.

Qualifications

- Bachelor’s degree preferred.
- Minimum of five years of experience in a business setting.
- A committed Christian with a strong appreciation and support for Church of God Ministries and the Church of God movement.
- Demonstrated skills in task-orientation 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 to subordinates, peers, and superiors.
- Ability to relate effectively with individuals of diverse ethnic and cultural backgrounds.
- Good understanding of contemporary missional issues and strategies for church and individual involvement.
- Demonstrated excellent interpersonal skills—comfortable and confident in one-on-one exchanges.
- Professional image and demeanor required.
- Strong verbal and written communication skills.
- Strong math skills.
- Team player with positive attitude.
- Strong organizational skills.
- Ability to translate an end goal into strategic action steps.
- Proficient computer skills (Microsoft Office Suite).

Direct reports

- None

Physical requirements

This is largely a sedentary role.

	<i>Percentage of work time</i>			
	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:	
Date approved:	
Reviewed:	