

Global Ministry Center Job Description



Job Title: **Executive Assistant**

Department: **Church Ministries**

Full-Time X ; Part-Time ; Temporary ; Intern

Purpose:

The Executive Assistant is responsible for providing comprehensive support to the Executive Director of Church Ministries. Assists the Executive Director with effective communications, both written and verbal. Independent judgment is required to plan, prioritize, and organize a diversified workload. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism.

Essential Duties include but are not limited to:

- Process written and electronic correspondence and telephone calls.
- Assist in preparation for meetings and events as needed, including booking the venue, securing hotel rooms, confirming AV requirements, arranging menus, etc.
- Prepare meeting agendas, notes of proceedings, and minutes.
- Maintain departmental lists and files along with ministry/executive calendars.
- Effectively coordinate travel arrangements as requested.
- Process expense vouchers (including monthly corporate credit card statements) and assist with financial information as requested.
- Prepare quadrennial archives for the Executive Director, the ministry, and regional reporting.
- Assist in the preparation of the ministry's annual budget as requested.

General Description:

The employee should possess excellent written, grammatical, and verbal communication skills. The position requires strong organizational skills, attention to detail, and the ability to multi-task. The employee must possess a willingness to familiarize themselves with the IPHC structure and GMC (Global Ministries Center) procedures to understand the functions of the ministry. The ability to maintain and respect confidential and time-sensitive material.

Minimum Requirements:

- Bachelor's Degree or equivalent experience
- A minimum of three to five years' executive assistant experience
- Proficiency in Microsoft Office products and Adobe Acrobat
- Superior written, grammatical, and verbal communication skills
- Supports the vision and strategic goals of IPHC Ministries and Church Ministries
- Must be able to sit for extended periods
- Ability to lift 10 pounds (reasonable accommodations are available to enable individuals with disabilities to perform the essential functions)
- Some travel required

This position is amenable to the Executive Director of Church Ministries.