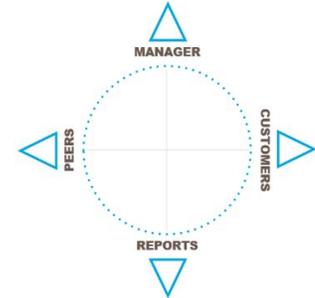




## JOB DESCRIPTION

### Executive Administrative Assistant



Department: **Operations**  
Wage Type: **Full Time**  
FSLA Exemption: **Non-Exempt**

#### Responsibilities

The Executive Assistant (EAA) is responsible for providing administrative support to the Chief Operations Officer (COO). The EAA will develop the COO's calendar, email and provide administrative assistance for the operations of Christ Lincoln. The EAA must protect the COO's time to ensure he can meet the demands of his role. *The EAA must insure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The EAA must lead by example; maintain high core values and CLC Mission.*

**Supervisor:** Director, Project Management

- I. Research best practices for operations and administrative tools
- II. Special projects as needed
- III. Assist in the development of an efficient P.O. system.
- IV. Operate with an Outward Mindset

**Recipients:** Mike Milbourn

- I. Manage emails
- II. Make travel arrangements
- III. Manage schedule and office access
- IV. Take meeting minutes as necessary (Leadership, Executive Team)
- V. Receive phone calls
- VI. Devise and maintain digital and paper office filing system
- VII. Manage & Develop Executive & Leadership Agendas
- VIII. Keep COO informed and appraised of workplace morale, project statuses, etc.
- IX. Update and record donor data
- X. Manage & enforce the limits of the COO's calendar and assist with maintaining punctual meetings
- XI. Inform the COO of pertinent information for meetings
- XII. Process POs

**Coworkers:** Front Desk AA, Worship AA

- I. Assist with front desk duties as needed (infrequent)
  - a. Answer phones
  - b. Assist anyone who walks in
- II. Coordinate the front desk schedule and ensure that it is covered at all times



**Direct Reports: n/a**

### **Competencies**

The Executive Administrative Assistant shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. The ability to read, write, and comprehend the English language.
- II. Troubleshooting skills to process breakdowns to create and implement solutions.
- III. Excellent verbal and written communication skills.
- IV. Strong organizational skills with attention to detail.
- V. Ability to multitask and prioritize daily workload.
- VI. The skills to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- VII. AV experience desired but not required.
- VIII. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- IX. Process/systems analytical skills with the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- X. Ability to take the initiative and be a self-starter.

### **Abilities**

The Executive Administrative Assistant should exemplify these skills: organization and time management. Professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. A strong sense of discretion, confidentiality and accountability is required. You are also required to act ethically, build trust through reliability and authenticity and admit mistakes. Refer all unethical actions to HR.

### **Qualifications**

Three years of experience as an executive administrative assistant required. Proficiency in MS applications and Google Suite required. Must be able to work consistently 8 AM - 4 PM, Mondays through Fridays with some flexibility built-in. Must complete "This We Believe" classes and Christ Lincoln membership is preferred.

### **Equal Opportunity Commitment/Americans with Disabilities Act**

The Organization is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

The Organization will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is the Organization's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform



the essential functions of the job. Consistent with the Organization’s Non-Discrimination Policy, the Organization will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

**Position Description Acknowledgement & Acceptance**

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CLC retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on periodically basis. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the Communication Coordinator may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance (and KPI’s) as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CLC and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lutheran Church and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

\_\_\_\_\_

Printed Name

Signature

Date