

# **Executive Assistant to the President**

## **Overview**

EvanTell is a well-established Christian ministry dedicated to reaching the world with the good news of Jesus Christ. The Executive Assistant/Project Manager will support the President as well as work collaboratively with multiple departments within the company to help drive success. The Executive Assistant operates at a tactical, strategic, and operational level. Must be initiative-taker with strong organizational skills, attention to detail, ability to multi-task, and excellent business writing, proofreading and verbal communication skills.

## **Responsibilities and Duties**

1. Manage the President's calendar, contact list, and other files. Assess all inquiries and determine which responses and potential meetings take priority. Ensure time is well spent.
2. Manage projects for the President. Organize and help prioritize the tasks necessary for achieving goals. Keep the President on track for commitments ensuring the highest return for time.
3. Review upcoming meetings for the week to ensure the President has all the information needed to be as productive as possible. Create and distribute agendas and documents to meeting attendees, as necessary. Take meeting notes, capture, and synthesize brainstorm/storyboard sessions, and record and track action items related to President. Manage details for general staff meetings and retreats.
4. Manage internal and external communications for the President: Write first drafts of decks, emails, documents, and other materials and provide final proofreading.
5. Assist with the completion of priority items for the President to an appropriate level of quality.
6. Manage all travel logistics and details for the President, including booking and confirmation of speaking engagements as well as follow-up. Coordinate with partners for event planning specific to the President's participation.
7. Input receipts, create and reconcile expense reports, and reconcile credit card for President. Other duties as assigned.

## **Qualifications:**

- Expertise in administration with at least four years of experience
- Mastery of Microsoft Office/Proficiency with Google Workplace (G-Suite)
- Working knowledge of prominent social media and virtual meeting platforms
- Experience with Kanban and/or Scrum or similar visual tool for Project Management
- Familiarity with Evernote, Trello, or similar software
- Bachelor's Degree

## **Professional Qualities**

- Expertise in prioritizing activities and setting/meeting deadlines
- Superior oral and written communication skills with a clear and concise style
- Outstanding grammar, editing, and proofing skills, detail-oriented
- Acumen to anticipate needs, solve problems, and independently manage issues
- Ability to coordinate events that are President-specific
- Demonstrate professionalism in dealing with confidential matters
- Creative thinker and problem solver who can work without a lot of direct supervision
- Ability to work strategically and collaboratively across departments with excellent people skills