



**Job title: Executive Assistant**  
**Department: Administration**  
**Grade: 16**

**FLSA status: Non-Exempt**  
**Reports to: President/CEO**

**The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** Assists the President with administrative responsibilities, as well as provides administrative support to the Board of Directors and Leadership Team as needed.

**General Purpose:** To provide high-level administrative support to the President, the Board of Directors, and the Leadership Team of Sandy Cove and to assist them in carrying out the oversight functions of the ministry so that people can connect with God and each other.

**Role Qualifications:**

- Missionally-minded, practicing Christian growing in Christ-likeness
- Commitment to the mission of Sandy Cove
- 2+ years prior experience assisting upper level management
- Must be a team player, always acting in the best interest of Sandy Cove Ministries
- Must have equivalent work experience
- Must have knowledge of administrative and clerical procedures (Word Processing, managing files and records, stenography and transcription, designing forms, etc.)
- Tactful and able to show discretion, confidentiality and professionalism

**Essential Job Functions/Responsibilities:**

- Assist the President by:
  - Maintaining President's calendar; arrange meetings and appointments
  - Answer phone calls and determine if call should be directed to the President or elsewhere
  - Attend meetings with the President or on his behalf
  - Prepare or produce correspondence, articles, invoices, reports, memos and other documents using word processing, spreadsheet or presentation software
  - Liaison with staff, Board, guests, and others, either by phone or in person, on President's behalf
  - Arrange travel
  - Conduct research, compile data, and prepare papers for consideration and presentation
  - Perform general office duties such as ordering supplies, filing, maintaining records
  - Participate in strategic planning sessions

- Assist the Board of Directors by:
  - Attending quarterly Board meetings for the purpose of recording minutes
  - File and retrieve corporate documents, records and reports
  - Set agenda for quarterly meetings; organize and arrange details of Board meetings
  - Produce, compile and mail quarterly Board notebooks in timely manner
  - Arrange conference calls; participate for the purpose of taking minutes
  - Correspond with and on behalf of Board
- Assist the Leadership Team by:
  - Attending weekly Leadership Team meetings
  - Read and analyze documents, correspondence, and reports and disseminate as necessary
  - Arrange travel as required
  - Assist other departments as needed
- Signatory on checking accounts
- Responsible for accurate entry of guest evaluation results and dissemination of reports
- Member of the scholarship committee
- Perform any other reasonable requested assignment

### **Essential skills and experience**

- Thorough knowledge of Sandy Cove Ministries
- Excellent verbal and written communication skills
- Must possess computer expertise in Microsoft Office Professional
- Must possess excellent organizational skills, be self-discipline and able to multi-task
- Skilled active listening skills & reading and comprehension
- Strong analytical abilities
- Excellent time management skills
- Good judgment and ability to make independent decisions

### **Nonessential skills and experience:**

- Desire to grow personally, professionally and spiritually
- Previous development experience with a non-profit is preferred but not necessary

**Reporting to this position:** Indirectly some volunteers

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* Employee must have the ability to travel by plane and automobile. While performing the duties of this job, the employee is occasionally required to stand, sit

for prolonged periods of time, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk, see or hear. The employee must occasionally lift and/or move up to 25 pounds.

■ *Work environment:* The noise level in the work environment is usually minimal and is characterized by a normal office environment.

**General sign-off:** The employee is expected to adhere to all company policies.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 1/1/2008**

**Revised: 8/9/2018**