



JOB DESCRIPTION

Title: Executive Assistant to the President and Vice President

Qualifications: Vibrant relationship with Jesus Christ and affirmation of Joni and Friends' mission and statement of faith. Desire to serve in a growing and dynamic Christian service ministry. Must be a self starter who is flexible and able to multi-task in serving the President and Vice President. Is also able to support and work cross-functionally with other departments. Capable of working well in a team environment and committed to professionalism and respect in interactions with co-workers and people served by the ministry. Must possess the ability to effectively organize and prioritize a wide range of daily tasks with varied deadlines. The initiative to seek work where needed when specifically assigned tasks are completed. Good judgment required in recognizing and maintaining confidentiality of sensitive information along with effective and diplomatic communication skills, both verbal and written. Must be reliable, cooperative, and exhibit enthusiasm with self motivation and initiative. Proficiency in Microsoft Office applications a must.

Status: Full-time, exempt

Reports To: Managing Director of the Christian Institute on Disability

Salary: Commensurate with experience

Duties: Under the supervision of the President and Vice President, support and implement the overall objectives of Joni and Friends' strategic plan. Specific responsibilities include but are not limited to:

1. Provide administrative support to the President and Vice President in an efficient, timely and effective manner. Administrative responsibilities include but are not limited to:
 - a. Making travel arrangements
 - b. Maintaining calendars

- c. Organization of Correspondence and paper to include drafting letters and answering or managing emails
 - d. Preparing and tracking expense reports
 - e. Processing and delivering interoffice mail in a timely manner
2. Act as liaison to IDC guests: coordinate invitations and visits, prepare for meetings, plan and orchestrate luncheons, follow-up calls and correspondence, and other needs as appropriate and requested to meet the needs of IDC guests.
3. Help maintain a tidy and professional appearance of the executive area, board room and upstairs pantry.
4. Preparation, attendance and follow-up of Bi-Annual Joni and Friends International Disability Center Board meetings. This includes but is not limited to:
 - a. Interfacing with board members on scheduling and travel arrangements
 - b. Preparing board meeting books of departmental and ministry reports
 - c. Arranging meals and refreshments for meetings
 - d. Recording minutes at board meetings then compiling the minutes and related information for distribution within 30 days of board meeting.
 - e. Assisting board members during their visits to the IDC.
 - f. Completing board meeting minutes and distributing to all board members within one month of each meeting.
4. The Executive Assistant to the President and Vice President plays a leadership role and sets a high standard in conduct, appearance, work habits, and overall professionalism for other Administrative Assistants in the ministry.
5. Other projects and activities as needed including interfacing and assisting with other departments to meet the needs and strategic objectives of Joni and Friends International Disability Center.