



## Job Description

**Title:** Executive Assistant to the Vice President, Field Services

**Qualifications:** Must possess a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends 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. 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. Possess the ability to effectively organize and prioritize a wide range of daily tasks with varied deadlines. Take 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. Maintain a sense of tidiness and orderliness in the workplace. Must be reliable, cooperative, and exhibit enthusiasm with self-motivation and initiative. Proficient in Microsoft Office applications.

**Status:** Full-time, exempt

**Education:** Bachelor's degree preferred

**Reports To:** Vice President, Field Services

**Salary:** Commensurate with experience

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**Duties:** Under the supervision of the 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 Vice President in an efficient, timely and effective manner. Administrative responsibilities include but are not limited to:
  - a. Making travel arrangements
  - b. Maintaining calendars and scheduling meetings
  - c. Organization of Correspondence and paper to include drafting letters, answering or managing emails and handling phone calls

- d. Preparing and tracking expense reports
  - e. Processing and delivering interoffice mail in a timely manner
  - f. Frequently organizing and attending meetings within the IDC attended by the Vice President and preparing meeting minutes, as necessary
  - g. Marketing communications support for Area Ministries
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 all Field Services areas, Vice President's office and personal workspace.
  4. Preparation and follow-up of Bi-Annual Joni and Friends International Disability Center Board meetings and Executive Committee Meetings. This includes but is not limited to:
    - a. Preparing meeting books of departmental and ministry reports
    - b. Coordinating with supporting staff to assist with various duties during meetings
  5. Assist with 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.
    - a. Plan and coordinate annual Fall Leadership Summit and All-Staff Conference
  6. The Executive Assistant to the 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.

### **Ministry Life:**

As a ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment, but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. All employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Below outlines the vision, mission, values and pillars of Joni and Friends:

**VISION:** *“To accelerate Christian ministry in the disability community.”*

**MISSION:** *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

**VALUES:**

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

#### FOUR PILLARS OF MINISTRY

1. Lead Like Jesus\*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

*\* Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a “Best Christian Workplace” according to surveys by the Best Christian Workplace Institute (BCWI).*

**Please send resume with cover letter to:**

**[employment@joniandfriends.org](mailto:employment@joniandfriends.org)**

**Please No Phone Calls**