

Christ Together Position Profile

Job Title: Christ Together, Executive Director Administrative Assistant
Job Classification: Part-Time (10 hours)/ \$15 per hour
Interim Position: September 1, 2018 – December 31, 2018
Reports to: Christ Together Executive Director
Direct reports: None

Outcomes and Results:

What

- Administration of assigned initiatives and projects.
- Coordination and administration of Christ Together National events and meetings.
- Communication to internal and external audiences that is consistent with CT culture.

How

- Cordial in relational interactions.
- Complete and thorough in work assignments.
- Accuracy in work assignments.
- Timeliness in work assignments.

Major Responsibilities and Activities

- Work alongside the Executive Director to effectively manage email (CT Info email management and CT director email), travel calendar, and schedule by providing general administrative assistance as needed.
- Coordinate and manage various CT projects. Manage and oversee assigned projects from inception to completion. Including necessary updates and tracking as projects evolve.
- Assist the Executive Director in management of communication streams internally and externally.
- Manage all website changes with Tangible
- Work with Exec Dir to set up meetings, track assignments, monitor progress and prepare necessary documents for meetings.
- Schedule meetings, manage zoom accounts, assist with travel and bookings.
- Assist in management of monthly reporting (manage google docs for City/Leadership Activity and Expansion City Reports)
- Assist Exec Dir in monthly expense reporting

Required knowledge, skills and abilities

- Minimum 2 years experience in an Executive office support position, or similar role.
- Strong administrative skills, including planning and organization
- Strong ability to prioritize workload and manage multiple projects concurrently.
- Project/event management – envisioning, planning and execution of events, and the ability to communicate well with external partners.
- Highly capable in Apple and MS office products (Mail/Outlook, Pages/Word, Keynote/PowerPoint and Numbers/Excel). Other office applications are a plus (e.g., Constant Contact/Mail-chimp; Adobe applications).

Signature of CT Executive Director Administrative Assistant

_____ **Date:** _____

Signature of CT Executive Director

_____ **Date:** _____