

Position Description

Title: Executive Assistant

Reports to: VP of Staff Development

FLSA Status: Non-Exempt

Supervises: N/A

Hours: 40 hours per week

Purpose

The Executive Assistant provides administrative support to the CEO, VP of Staff Development, and VP of International.

Responsibilities and Tasks

- Perform all job responsibilities for the purpose of carrying out ANM's mission to advocate for, encourage, and equip indigenous missionaries around the world
- Complete all work in compliance with ANM's policies and procedures and coordinate with relevant staff ensuring strong communication and smooth execution of all initiatives
- Provide administrative support for the CEO, VP of Staff Development, and VP of International, including calendar and email management, meeting preparation, and other basic communication
- Assist with cross-department collaboration, communication, and project tracking
- Assist the VP of International in tracking ministry partner codes, funding, metrics, and other pertinent records
- Facilitate in-office hospitality for guests and visiting ministry partners
- Coordinate communications with partner organizations and major donors through email, phone calls, meetings, reporting, and project coordination
- Assist in planning and coordinating details for staff-wide meetings and events
- Coordinate with vendors and staff to ensure ANM office is welcoming, well-maintained, and necessary supplies are available

Key Performance Metrics

- Effective communication and project management on behalf of the executive team
- Timely execution of assigned tasks
- Exhibit the organizational values of ANM: Christ-centered, relationships, integrity, and stewardship

Qualifications

Experience

- Administrative work experience, including organizing, scheduling, and coordinating projects

Skills and Competencies

- Excellent written and verbal communication skills, including email correspondence
- Ability to manage multiple responsibilities simultaneously
- Detail-oriented, able to follow through on multiple specific items from meetings and communications
- Humble, team player that can take change of direction and new tasks in stride
- Proficiency in using web-based and cloud products such as Google Suite, Asana, Sharepoint, and Adobe