



SOUTHERN UNION CONFERENCE

Job Description

Job Title: Executive Assistant	Type Of Position:	Hours Per Week <u>38</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Administration	Part Time _____	Exempt _____
Reports To: President & Executive Secretary	Intern _____	Non-Exempt <u>X</u>

POSITION SUMMARY:

To provide executive level assistance that are essential to the mission of the organization and the day-to-day operation of the Office of the President and the Executive Secretary, and periodically for Women's Ministries and the Ministerial Spouses Association. Maintain high levels of confidentiality in sensitive matters both inside and outside the organization.

SCOPE OF RESPONSIBILITY:

- Maintains an efficient flow of information between all levels of the department's internal and external contacts on a wide spectrum of the organization's plans and priorities.
- Screens internal/external calls, determining nature of call and whether it requires the attention of the President/Executive Secretary.
- Address or investigate appropriate response to complaints/problems, making an independent judgment based on knowledge of the President/Executive Secretary's preferences, working policy, priorities, or availability.
- Manage Southern Union, President, and Executive Secretary calendar.
- Research, analyze and summarize information for various reports, independently and communicate findings verbally and in writing.
- Process all incoming correspondence prioritizing and determining its disposition. Compose responses on behalf of the President and/or Executive Secretary based on knowledge of activities, interests, priorities, issues, etc.
- Read and edit outgoing communication for procedural, typographical and grammatical accuracy with general policy and factual correctness.
- Process employee retirement applications, service records, and international service requests.
- Oversee the credentials/licenses process, regulating whether to approve or hold the credential application.
- Organize and coordinate details for various seminars/training/conventions/evangelistic meetings; preparing power point presentation, materials, mailings, minutes, travel, location, contracts, hiring caterers, etc.
- Supervise the emergency system as Crisis Leader, making evacuation decisions, providing training and support for conference personnel, managing emergency documents.
- Serve on the Strategic Planning Committee.
- Manage and oversee the meeting reservation system.
- Assist the President/Executive Secretary in managing executive, directors, staff, and other meetings, travel schedules and arrangements, speaking appointments, and details.
- Coordinate the office staff for worship schedule, including weekly speakers, switchboard coverage, and pianist.
- Order flowers for funerals and illnesses.
- Maintain well organized office with efficient filing systems.
- Offer recommendations as requested by the President/Executive Secretary.
- Work switchboard as scheduled.
- Perform other duties as required by the President/Executive Secretary.

RECOMMENDED EDUCATION/EXPERIENCE:

- BS/BA degree required. Relevant work experience may be acceptable in lieu of scholastic requirements.
- Minimum five years of relevant successful experience supporting an Executive Director, President/CEO, or similar senior –level executive required.
- Demonstrate ability to maintain confidentiality and use good judgment in making independent decisions with a high degree of tact and diplomacy.

KNOWLEDGE AND SKILL:

Well-developed knowledge of principles, policies, and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Must exhibit extensive initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Must be creative in writing letters and in handling of office affairs, both regular and special.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (copy/scanner/fax machine, binding equipment, computer, etc.), and English usage (spelling, grammar, punctuation, etc.). Must be able to facilitate good communication among departmental staff, other departments, and outside personnel.

Additional computer skills would include but are not limited to a working knowledge of data entry, efficient email methods, calendaring techniques and Microsoft Office Suite (Word, Excel, Access and Publisher).

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with many people, both internally and externally. Contact with all persons having business with director, whether by telephone, correspondence or personal contact. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully, effectively, and provide positive customer service with own department personnel, others within the Southern Union Conference and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for director, department, Southern Union Conference and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without director's prior approval.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Position requires minimal travel and must be requested by director.