



Executive Assistant

JOB DESCRIPTION

Department: Business

Reports to: Executive Director

FLSA Classification: Exempt

Status: Full-Time @ 40 hours/week

Position Summary

The Executive Assistant (EA) provides high-level administrative support to the Executive Director (ED), ensuring seamless daily operations and strategic efficiency. This role requires exceptional organizational skills, discretion, and the ability to anticipate needs in a fast-paced environment. The EA will manage calendars, coordinate meetings, prepare reports, handle confidential communications, and serve as a liaison between the Executive Director and key stakeholders. Additionally, the EA will assist with special projects, operational support, and board management to enhance the ED's effectiveness in leading the organization.

Supervision

The Executive Assistant will be under the supervision of the Executive Director. There will be a yearly written and oral evaluation.

Supervises

None

Qualifications:

1. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement and policies of the center.
2. Committed Christian who demonstrates having a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
3. Exhibit strong commitment to the sanctity of all human life.
4. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
5. Able to proactive and creatively problem solve. This job requires a "see a need, fill a need" approach.
6. Exceptional computer and technology skills. Primary tools used: Microsoft office, Boardable, DonorDock. A proven capacity to become proficient in computer systems pertaining to Choices infrastructure.
7. Spiritual gifts of hospitality and service.
8. Manage confidential and sensitive information with discretion and professionalism.
9. High attention to detail and excellent time management skills.
10. Excellent written and spoken communication skills.

Responsibilities:

Administrative Support

1. Manage the ED's mail, email, phone calls, and calendar as requested, ensuring efficient scheduling and preparation for meetings.
2. Conserve the ED's time by handling correspondence, drafting letters and documents, collecting and analyzing information, and initiating telecommunications.
3. Arrange travel itineraries and logistics for staff development trips.
4. Be a lead in reviewing and refining organizational processes, utilizing internal and external resources to expedite workflow.
5. Maintain the ED's receipt and mileage reports.
6. Aid in preparing materials and presentations for meetings, ensuring all details are aligned with the desires of the Executive Director.
7. Regular projects and tasks as assigned by the Executive Director.
8. Oversees responsibilities of the Office Manager in his/her absence.
9. Be available for Choices main phonenumber call roll-over.

Board of Directors Specific

1. Prepare documents for board meetings.
2. Distribute monthly reports and reminders to each board member prior to monthly meetings.
3. Prepare and distribute necessary internet links for teleconference board meetings.
4. Prepare the conference room for in-person board meetings and provide on-site support for any administrative needs that may arise, including adjusting your schedule to accommodate late meetings as necessary.
5. Send birthday cards to each board member.

Business Operations Specific

1. Serve as the primary point of contact for all financial relationships including accountant, auditor, bank, and investment account.
2. Oversee accountant's internal financial operations
3. Manage the expensify account, reviewing receipt and mileage reports for compliance with Choices parameters and budget category accuracy. Forward to accountant.
4. Monitor the annual budget for under/over spending noting insightful information to the ED and Department Heads.
5. Oversee scanning checks.
6. Record donations in correct donor profile.
7. Make cash deposits with Office Manager.
8. Ensure Choices follows all federal and state non-profit laws and regulations including filing for charitable solicitations, state tax exemption, annual report, name renewal, etc.

Development

9. Update and manage ED's donor portfolio and development documents
10. Record ED's correspondence with donors in donor profiles.
11. Schedule donor meetings and prepare thank-you notes.

General Staff Duties

As requested by the Executive Director,

1. Attend staff meetings

2. Attend on-going training and conferences (may require travel)
3. Attend Choices events and other events as needed
4. Participate in representation to churches and organizations
5. Take an active role in the organization's network strategy, including hosting a table at the annual Choices Fundraising Banquet.
6. Commit to being an active learner, staying educated about life issues and as well as professional development.

Last Modified: 4/10/2025