



**Position Description:** Executive Assistant

**Reports to:** Chief Operating Officer

**FLSA Status:** Full-time; Non-exempt (hourly wage)

### **Job Summary**

Responsible to provide a wide-range of comprehensive, administrative, and Executive level support and related tasks to the Executive Director and Chief Operating Officer (COO); actively engage with the Executive Leadership and Senior Leadership teams; responsible for coordinating the Executive Director and COO's calendar of events, constituent communication, and special projects. Required to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism. Expert-level written and verbal communication skills, strong decision making, and attention to detail are crucial to this position. Occasional event planning and visitor hosting including scheduling accommodations, logistics coordination, purchasing supplies/gifts and other activities as needed.

### **Organizational Strategy**

- Develop and maintain a professional atmosphere for the office of the Executive Offices; modeling professional behavior;
- Provide efficient, gracious, and thorough services to all constituents including Board Members, all levels of staff, volunteers, sub-division owners/cabin renters, government officials, vendors, volunteers and guests;
- Work proactively (with little or no supervision) to provide accurate information and communications from the Executive Director and COO; review and summarize reports and documents; prepare outgoing mail, memorandums, reports, and documents to include transcription and dictation;
- Heavy calendar management requiring interaction with both internal/external executives, assistants, and constituents to coordinate complex executive meetings and events;
- Interact with the Board of Directors, as directed; schedule meetings, answer general queries from Board Members; document and distribute notes/minutes when requested; mail materials to Board Members for review prior to Board Meetings;
- Develop and coordinate means to seek regular input from internal/external areas regarding the quality and timely completion of executive-level tasks;
- Help formulate, administer and disseminate organizational policies, if required;
- Prepare presentation materials; document and distribute meeting minutes, when necessary;
- Produce, edit, and archive correspondence, agendas, and presentation materials; file and retrieve corporate documents, records, and reports;
- Plan and arrange travel schedule and reservations to include airfare, accommodations, and vehicle rental;
- Prepare expense reports per Hume Lake's accounting and finance procedures;
- Plan office-related and public relations events to include set-up, catering and other tasks, as necessary.
- Effectively and efficiently screen all incoming communications to include mail, email, phone, fax and visitors to the Executive Director and COO — prioritizing as appropriate; tactfully redirecting those that do not require the Executive Director or COO's personal attention; when appropriate, respond on the Executive Leadership's behalf to both internal and external constituents.
- Coordinate and host VIP camp guests in camp facilities, and provide a single point of contact to provide them assistance, as needed.
- Assist with the occasional event planning and coordination for the staff retreat, and several staff and Board events every year.
- Ability to project a friendly attitude; work with a variety of ages and personalities and with a diverse group of internal staff and guests.

### **Managing**

- Support cross-functional teams within other departments, if required;
- Anticipate conflicts and facilitate resolution;

- Prioritize and manage multiple projects simultaneously exercising timely follow-through;
- Engage people during task assignments--accept high level of responsibility.

#### **General Qualifications**

- Evidenced commitment to the Christian faith and a desire to share the knowledge of Jesus Christ with others;
- Able to agree with our Statement of Belief and abide by our Code of Conduct;
- Commitment to excellence;
- Manage and utilize camp resources with biblical view toward stewardship;
- Willingness to adjust hours to accommodate the needs of the job.

#### **Specific Qualifications**

- Demonstrated skills, knowledge and experience in the ability to administrate at the Executive level;
- Thorough and attentive to detail;
- Demonstrated ability to handle and safeguard highly confidential and sensitive information and resources;
- Strong organizational and personal/relational skills;
- Current in general office technology; computer literacy in word processing, Excel Spreadsheets and database management; proficient with Google Apps, Office applications (Word, Excel, PowerPoint) and Hume Lake's communication (telephone and radio) and accounting systems;
- Commitment to working with shared leadership and in cross-functional team meetings;
- Expert-level oral and written communications skills; effectively communicating in public forums, if required;
- Ability to manage multiple tasks, projects and responsibilities in an unstructured environment with frequent interruptions.

#### **Physical Demands**

- Must be able to stand and/or sit for extended periods of time;
- Must be able to live and work in extreme weather conditions;
- Must be able to lift and/or move up to 25 pounds; increased amounts of weight may be required;
- Must be able to live at high altitude and in small living quarters;
- Occasional out-of-town and/or overnight travel may be required.

#### **Other**

- Minimum of 4-5 years experience as an administrative assistant and/or office management with demonstrated success;
- Bachelors of Arts Degree in related administrative field is preferred;
- Executive level proficiency with MS Word, PowerPoint, Excel and other office products;
- Perform other related duties and assignments as required;
- Hume Lake maintains the right to reassign or change duties as required;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.