



## **JOB DESCRIPTION**

**OFFICE:** General/Corporate Office

**DEPARTMENT:** Christian Education

**JOB TITLE:** Executive Assistant

**REPORTS TO:** 1. Secretary of Christian Education; 2. Office Manager

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**GENERAL JOB OVERVIEW:** The *Executive Assistant* provides high-level administrative support to the Secretary of Christian Education, the Christian Education Committee, and other senior staff.

### **SUPERVISORY RESPONSIBILITIES:**

- *None.*

### **DUTIES & RESPONSIBILITIES**

*\*The following is subject to change and will be modified as the needs and personnel of the department changes. The **Executive Assistant** will be responsible to function in the following capacities:*

- Provides high-level administrative support and assistance to the Secretary of Christian Education and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents related to the work of the Christian Education Department.
- Schedule appointments and meetings for the Secretary of Christian Education as needed.
- Arranges travel and accommodations for the Secretary of the Christian Education and other executives/staff as needed.
- Attends meetings, as requested, with and on behalf of the department executives. At times, prepare and give public speaking presentations and reports.
- Keep meeting minutes for each department meeting and assist with Action Point follow up, on behalf of the Secretary of Christian Education.
- Assist with department budget management by tracking expenses, creating invoices, reconciling payments, and providing regular financial reports of department operating budget.
- Coordinate with members of the department and committee on projects including, the literature for the Strategy of Jesus, the International Apostolic Bible College, the Apostolic Herald and other related projects.



## APOSTOLIC ASSEMBLY OF THE FAITH IN CHRIST JESUS

- Help manage the Christian Education Bookstore and oversee digitization of educational materials.
- Oversee online promotions and media content for the Department of Christian Education.
- Perform additional administrative tasks as needed and requested.

### **REQUIRED SKILLS & ABILITIES:**

- Must be bilingual in English and Spanish able to speak, read, and write in both languages at a proficient level.
- Excellent verbal and written communication skills.
- Excellent organizational skills and high attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function in a high-paced, and at times, stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50-60 words per minute.
- Extremely proficient with Microsoft Office Suite, or similar software with the ability to learn new and updated software.

### **EDUCATION & EXPERIENCE:**

- High school diploma required; Bachelor's degree in Business Administration or related field preferred.
- At least 3 years of related experience.

### **SCHEDULE AND WORK ENVIRONMENT:**

*\*The following is subject to change and will be modified as the needs and personnel of the department changes.*

The Christian Education Department functions in a traditional office setting and requires personnel to commit to working from the Apostolic Assembly Corporate Office on a regular schedule of 40 hours per week, Monday through Friday.

**Occasional travel may be required, but no more than 30% of the time.** Travel will be domestic and international, via air and ground travel. Incumbent must be able to obtain their U.S. Passport.