



JOB DESCRIPTION

JOB TITLE: Executive Assistant

DIVISION: Georgia

REPORTS TO: President & CEO

DEPARTMENT: Corporate

SUPERVISION TO: None

CLASSIFICATION: Exempt

JOB FUNCTION:

The Executive Assistant is responsible to work as a mission-driven professional in support of the President & CEO for FaithBridge Foster Care. This position is responsible for assisting the President & CEO with correspondence, calendar management, meeting scheduling, and general administrative functions.

The Executive Assistant is responsible for scheduling meetings, assisting with development of meeting agendas, coordinating travel arrangements, processing expense reports, assisting with event planning, organizing and planning weekly and monthly company meetings, capturing minutes and action items, overseeing mail distribution, and coordinating issues related to the office space and equipment. In addition this position prepares documents and assembles and maintains statistical data. Performs and oversees specific projects and programs as assigned.

Core Responsibilities and Expectations

- Managing the calendar for President & CEO and coordinating with the leadership team
- Serving as an ambassador and representative to board, staff, volunteers, donors, church partners, foster families, vendors, and State of GA on behalf of the President & CEO
- Preparing correspondence and developing documents as needed by the President & CEO
- Maintaining files for President & CEO and for FaithBridge Foster Care
- Processing internal paperwork for invoices, and other operational requirements
- Managing human resource processes for the President & CEO's direct report staff
- Meeting planning (schedules, facilities, catering, etc.) for President & CEO meetings, board meetings, staff retreats, and company-wide meetings
- Managing travel for President & CEO and other accompanying leaders
- Managing expense reports for President & CEO
- Taking meeting minutes and capturing action items for meetings
- Assisting with special projects/project management as needed
- Distribute the mail for all FaithBridge team members



- Serving as a liaison between Jackson Healthcare and FaithBridge Foster Care
- Fulfills facilities management role pertaining to service, maintenance requests and company-wide communication
- Writing, proof-reading and editing documents for the President & CEO and FaithBridge

EQUIPMENT USED: Personal vehicle, cell phone, copy machine, fax, computer

QUALIFICATIONS:

Education and Experience: Five plus years' experience supporting an executive at the President and CEO level with a stable work history. College degree desired. Experience working with boards of directors required. Nonprofit experience highly desirable.

Skill Requirements: Excellent PC skills including proficiency with Word, Excel, PowerPoint, and Outlook. Proven writing ability. Ability to develop strong and productive working relationships with others. Impeccable business etiquette in every situation. Effective verbal and listening communication skills. Types with speed and precision to compose, edit and proof-read documents using correct grammar, spelling and punctuation. Builds relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Ability to work well under pressure with frequent interruptions. Learn and train others on the use of company-related and/or department-specific equipment, procedures, policies and assets by presenting information in a logical manner to ensure transfer of knowledge and skills. Solutions driven mentality with creative problem solving abilities. Follow through on assignments and projects, with frequent status updates. Strong organizational and quality management skills with ability to handle multiple, competing tasks and priorities. Ability to cope with rapidly changing information in a fast-paced environment. Proven ability to properly communicate with church leaders (in person and via phone). Ability to manage multiple concurrent activities, all with fluctuating deadlines, by working with other departments. Able to effectively represent FaithBridge Foster Care values and principles in actions. Willingness to take initiative to identify and fix problems.

Physical Requirements: Hearing and speaking ability which allows for effective oral communication of information. Ability to physically transport self to various locations. Physical and emotional stamina to effectively handle job related issues and stress.

Competencies:

1. Integrity and Honesty - *Does the right thing even when nobody is looking; stays true to his/her beliefs regardless of situational challenges; highly respected for consistently "walking the talk";*



says what he/she means and means what he/she says; knows how important the Statement of Beliefs are to the organization and does an excellent job supporting them.

2. **Initiative** - *Goes beyond expectations in work assignments; thinks strategically and anticipates the needs of the organization; leads with initiative and ideas, gathers support from others to meet common goals; seeks out and accepts additional responsibilities.*
3. **Politically Savvy** - *Confidently relates to people at all levels with confidence and diplomacy; develops and maintains relationships with individuals and groups; understands the culture of the organization and frequently guides the organization's response in political situations; easily adapts personal approach depending on the situation.*
4. **Organizational Knowledge & Agility** - *Provides the organization with the knowledge required to support the overall business strategy by assessing the current state of FaithBridge's knowledge and filling knowledge gaps; detects opportunities of innovation and seizes opportunities of the market by preparing the required assets and knowledge in a rapid manner.*
5. **Builds Relationships** - *Easily builds relationships with individuals and groups; makes a consistent effort to encourage trust and cooperation and frequently takes a leading role in fostering a positive and productive team spirit; always has a positive outlook and pleasant manner; values diversity, accepts others; stimulates teamwork and a good attitude in others.*
6. **Collaboration & Teamwork** - *Outstanding team player; collaborates easily and encourages others to work together to find solutions; often leads teams; sought out to help resolve conflicts, fostering integrity and trust; solicits feedback from group members and organizes information to make necessary adjustments; regularly communicates progress and celebrates team milestones.*
7. **Planning & Organization/Time Management** - *Develops or uses systems to organize and keep track of information; sets priorities with an appropriate sense of what is most important and plans with an appropriate and realistic sense of the time demand involved; keeps track of activities completed (and yet to do) to accomplish stated objectives; keeps clear, detailed records of activities related to accomplishing stated objectives; knows status of one's own work.*
8. **Communication: Written & Verbal** - *Displays a quick grasp of the significance of information communicated and nearly always initiates or responds to communications in an appropriate, time and comprehensive manner; displays skill in reducing complex information to simple forms/terms and helps others to understand that information; involves the right people in discussions when issues arise and provides solid summaries of discussions and seeks consensus to summarize points discussed.*

Compensation: We provide a competitive salary with a comprehensive benefits package along with an amazing culture as part of the FaithBridge experience.

To apply for this position please send a resume and cover letter to careers@faithbridgefostercare.org