

Provision Financial Resources of NC Baptists, Inc.

POSITION DESCRIPTION

POSITION ASSIGNMENT:

Position Title:	Executive Assistant to the President & CEO
Recruited by:	President & CEO
Reports to:	President & CEO

ROLE PROFILE

While maintaining a high level of confidentiality and professionalism in all matters, provide a full range of administrative support and professional assistance to the President & CEO. Serve as primary liaison and planner for the Board of Directors, including planning Board and Committee meetings and coordinating all details of board and staff interaction. Assist the President and CEO with his work with various constituencies including, but not limited to Baptist State Convention staff, Pastors, Faith-Driven Investing community, and other investing partners. Perform additional office management responsibilities as assigned.

RESPONSIBILITIES:

1. Provide full range of administrative support and assistance to the President & CEO. Receive and coordinate response to phone calls and email messages. Prepare expense reports and keep on-going expense records. Maintain the CEO's travel and meeting calendar, setting appointments and speaking engagements as requested. Always keep the CEO's calendar current and sync with CEO's family calendar.
2. Coordinate planning and preparation of materials and minutes for meetings and appointments. Prepare PowerPoint presentations and other materials to support the program presentations of the CEO.
3. Coordinate calendars to ensure the front desk always has coverage. Schedule and secure assistance to help with projects and office coverage as needed. Work to maintain a high level of morale, a positive work environment and a climate of cooperation.
4. Provide administrative support and assistance to the executive leadership group and take notes/communicate follow-up at meetings as requested.
5. Act as Board Secretary including planning and executing Board meeting events.
6. Perform Office Management responsibilities including coordination of building vendors, ordering supplies, etc.
7. Accept other short-term assignments and temporary areas of service as requested by the President & CEO.

KNOWLEDGE AND SKILLS FOR THE POSITION:

1. Must be an excellent written and verbal communicator; have attention to detail.
2. Must exhibit positive relational skills in working with the various constituencies of Provision and be able to do so with obvious Christian grace and style.
3. Must show administrative and office skills congruent with the position's expectations, including the ability to communicate clearly with spoken words, written text, and electronic messages.
4. Must have excellent computer skills with an emphasis on advanced computer applications such as the full suite of Microsoft 365 products and environment.
5. Must demonstrate willingness and ease in experimenting with or learning new computer software applications.
6. Must be punctual, dependable, and accountable to fulfill job responsibilities. Must be able to work independently.
7. Must exhibit loyalty to Provision Financial Resources and NC Baptists and be able to express this loyalty through maintaining confidence and demonstrating a complete trustworthy nature.
8. Must be committed to helping Provision Financial Resources serve the broad spectrum of constituents of Provision n and encouraging their commitment to the mission of Provision.
9. Must demonstrate Christian character and faithful service to Provision Financial Resources.

Work Experience:

Prefer 5-10 years of experience in work related to the responsibilities of this job.

Education Requirement: A business degree or equivalent experience is preferred.

Other Preferred: Experience in the Financial Services/Investment/Trust/Wealth Management industry is a plus. Experience and knowledge with NC Baptists.

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