



Executive Administrator (Part-Time)

Reporting directly to the President/CEO, the Executive Administrator supports the mission and vision of the movement as the key point of contact for the leadership of the organization, with prioritized assistance to the CEO. In addition to managing executive calendars, logistics, and information flow with accuracy, this individual also assists as dynamic leader among the clerical/administrative staff. Ultimately, you will contribute to the efficiency of our organization by providing personalized and timely support to executive members. To be successful in this role, you should be extremely well-organized, great at time management, thorough, detail oriented, forward thinking, able to perform well under pressure, and work amazingly well with people!

Responsibilities

- Act as the key point of contact among executives, employees, clients, and other external partners.
- Manage President/CEO and Organizational calendars.
- Manage President/CEO bookings.
- Manage travel and accommodation logistics .
- Assist in the performance of clerical/administrative duties.
- Work with department heads to format information for

internal and external communication – memos, emails, presentations, reports.

- Take minutes during meetings.
- Screen phone calls/emails and distribute correspondence.
- Organize and Maintain Email and Database systems.
- Occasional Special Project Management.

Requirements

- 3-5 years+ experience as a Secretary, Executive Assistant, Personal Assistant, or similar role
 - Excellent knowledge of various software (i.e. Slack, Asana, Apple, Office, Pages, Google Apps (Sheets, docs, etc))
 - Outstanding organizational and time management skills
 - Familiarity with equipment and new applications (e.g. e-calendars and copy machines)
 - Excellent verbal and written communications skills
 - Discretion and confidentiality
 - Occasional ability to travel
 - St.Louis, Missouri local/In-office preferred

*****Regular commitment : 10-20 hours per week.**

This is currently a part-time position with full-time potential in the near future. However, CR is not a typical ministry, we have regular rhythms but also unusually busy moments which vary from season to season. Therefore the range of work hours is broad.

Starting Rate: \$16-20+/hr. Commensurate with experience.

