

PULSE Executive Assistant to the Executive Vice President

Job Status: Full time, Exempt
Reports to: Executive Vice President

Department: Events
Updated: June 2017

Primary Objective(s) of Position:

- I. Enhance the effectiveness of the Executive Vice President by providing information and resource management support; represent the Executive VP to others internally and externally.

Core Competencies:

- I. Excellent organizational and planning skills with strong attention to detail.
- II. Excellent written and verbal skills.
- III. Ability to manage multiple projects of varying complexity as part of a fast-paced team.
- IV. Proficient with office systems and ability to learn new systems.
- V. Demonstrate well-reasoned judgement and discretion.

Key Responsibilities & Objectives:

Executive Level Assistance

- Administratively support the Executive Vice President through prioritizing competing demands, applying sound judgment, and calmly juggling multiple projects and logistics.
- Book and manage all travel arrangements for the EVP, domestic and international. Prepare itineraries as appropriate.
- Manage the calendar of the EVP, ensuring priorities are reflected and balance maintained. Organize schedule and travel logistics to maximize effectiveness, minimize conflicts, and create down time for thought and planning.
- Anticipate meetings, schedule appointments and communicate to all necessary parties, transcribe notes, and submit summaries as appropriate.
- Help the EVP build trusted relationships with various internal and external stakeholders in a professional, confidential and personal manner.
- Tracks meetings of the EVP and decisions requiring follow-up to handle accordingly.
- Anticipate and draft documents or assigned correspondence on behalf of the EVP.
- Record accurate attendance numbers from events and handle requests for data.

Organizational Responsibilities

- A follower of Jesus Christ and in agreement with the PULSE Statement of Faith, mission, and values.
- Be a model of Christian integrity, diligence in work and persistence in pursuing and exceeding objectives.
- Develop strong relationships and work in cooperation with other PULSE team members.
- Professional demeanor and approach and behavior consistent with the standards contained in PULSE manuals (i.e. Employee Manual, Financial Management Policy, etc.)

Other Responsibilities

- Provide a weekly status report to the EVP of Events by 5pm Friday afternoon each week.
- Engage in personal and team development opportunities presented by PULSE Leadership.
- Follow all policies and procedures outlined in the PULSE employee manual.
- Assist and perform any and all other duties as assigned.
- Travel 5-15%