

# PULSE Executive Assistant to the President

**Job Status:** Full time, Salaried, Exempt  
**Reports to:** President

**Department:** Administration  
**Updated:** September 2017

## Primary Objective(s) of Position:

- I. Enhance the effectiveness of the President by providing information and resource management support.
- II. Represent the President to others internally and externally.

## Core Competencies:

- I. Organized, with strong attention to detail, and excellent oral and written communication skills.
- II. Proficient with office systems and ability to learn new systems.
- III. Overall management of self and responsibilities for timely and successful results.
- IV. Flexible and adaptable to changing environments while anticipating needs with sound judgement.

## Key Responsibilities & Objectives:

### Management

- Administratively support the President through prioritizing competing demands, applying sound judgment, and calmly juggling multiple projects and logistics.
- Book and manage all travel arrangements for the President, domestic and international.
- Manage the calendar of the President, 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, transcribe notes, and submit summaries as appropriate.
- Maintain necessary records and prepare reports as needed in a timely manner (PULSE expense reports, Board reports, ministry partner reports, etc.).
- Help the President build trusted relationships with various internal and external stakeholders in a professional, confidential and personal manner.
- Tracks meetings of the President and decisions requiring follow-up to handle accordingly.
- Keep the President up-to-date on all matters of importance; including, but not limited to pending deadlines, donor communication needs, office updates, incoming communication, pending schedule requests, etc.
- Serve as primary receptionist for phone calls and note taking/distribution at appropriate times such as staff or Board meetings.
- Serve as a resource for PULSE staff, including maintaining an inventory of essential office supplies and understanding policy and procedures.

### 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

- 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 by the President, or in his absence, the Leadership Team.
- Travel 5-15%