

## Executive Assistant to the Director of Ministry Expansion

**Job Status:** Full time, Exempt  
**Reports to:** Director of Ministry Expansion

**Department:** Pulse National/Together 2020  
**Updated:** March 2019

### Primary Objective(s) of Position:

Enhance the effectiveness of the Director of Ministry Expansion by providing information and resource management support; represent the Director of Ministry Expansion to others internally and externally; assist the Together 2020 Director.

### Core Competencies:

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

### Key Responsibilities & Objectives:

#### Executive Level Assistance

- Administratively support the Director of Ministry Expansion (DME) through prioritizing competing demands, applying sound judgment, and calmly juggling multiple projects and logistics.
- Book and manage all travel arrangements for the DME, domestic and international. Prepare itineraries as appropriate.
- Manage the calendars of the DME and the Together 2020 Director, 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 DME and the Together 2020 Director build trusted relationships with various internal and external stakeholders in a professional, confidential and personal manner.
- Track meetings of the DME and decisions requiring follow-up to handle accordingly.
- Anticipate and draft documents or assigned correspondence on behalf of the DME.
- Record accurate attendance numbers from events and handle requests for data.
- Assist the Operations team as needed.

#### 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, diligent in work and persistent in pursuing objectives.
- Develop strong relationships and work in cooperation with other PULSE team members.
- Professional demeanor, 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 DME 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 by supervisor.
- Travel 5-15%