

Executive Administrative Assistant to the COO

DEPARTMENT: Administration - Fulltime

Ready to make a difference? As an exciting, Christian nonprofit global ministry, the Free Methodist Church – USA has an excellent career opportunity for a bright, energetic, organized, personable candidate with a heart for ministry.

JOB SUMMARY

The Executive Administrative Assistant is responsible for working with the Chief Operating Officer (COO) in carrying out the day-to-day and long-term responsibilities of the office. Supervises receptionist/switchboard operator and maintains coverage of the switchboard. Contributes to a spirit of joy in serving.

GENERAL RESPONSIBILITIES

1. Assist the COO in organizational, clerical and secretarial matters, including, but not limited to:
 - o Coordinating schedules, setting meetings, and interfacing with on-site staff, national church leadership and local congregations.
 - o Creating and processing documents and reports, maintaining policies and procedures, answering telephones, accurately and promptly filing correspondence and documents.
 - o Making hospitality arrangements for board meetings, ministry conferences, etc. and overseeing their successful execution.
 - o Making appointments and travel arrangements as requested.
 - o Creating professional-looking Word documents, accurate Excel spreadsheets and impactful PowerPoint presentations.
 - o Filling out the COO's Expense Reports with accurate accounting and clear filing of associated receipts.

1. Supervise receptionist and maintain proper coverage of the switchboard. This includes supervision of all job-related responsibilities assigned to this position.

2. Covers receptionist desk for 4 hours per week greeting visitors and forwarding phones as appropriate.

3. Processing applications from local churches relating to property ownership, risk management, including maintaining the information on spreadsheets

4. Coordinate American Express and Huntington MasterCard accounts. Order cards as requested by department heads and approved by COO. Maintain files on existing cards keeping same up-to-date.
5. Assist COO in preparing agenda and minutes for the Board of Directors annual meeting.
6. Serve as recording secretary for the BOA Budget and Finance Committee. This also includes obtaining AHSM agency and Affiliate annual reports and audits for review by the committee for their October meeting.
7. Prepare for and coordinate arrangements for the meetings including preparation of nametags, nameplates, committee meetings rooms, and arranging for and setting up meals, as necessary.
8. Work with COO in coordinating insurance policies for the WMC and FMCUSA, completing applications and reviewing policies as needed and maintaining files of same.
9. Maintains updated files for all contractors for the World Ministries Center.
10. Supervise purchasing of supplies. This includes supervising proper billing of expenses to the departments. Receptionist may assist with this task as delegated by supervisor.
11. Supervise the marking for payment of all invoices related to the maintenance of the building; i.e. utility, insurance, phone, copiers, supplies, etc. Receptionist may assist with this task as delegated by supervisor.
12. Upon request, assist and/or give advice to other departments related to planning meetings, meals, receptions, decorating, etc. for functions hosted at the World Ministries Center.

QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS

The Executive Administrative Assistant must have strong organizational skills with attention to detail and accuracy, along with the ability to multi-task, use time wisely, and complete thorough follow-through. The ability to maintain confidentiality is extremely important.

Verbal and written communication skills along with an ability to relate well with people is needed. Must be capable to maintain a pleasant, gracious demeanor in interactions with all visitors, callers and staff.

Individual should be experienced with the Microsoft Office Suite. Exposure to the Free Methodist Church is a plus.

Interested individuals should submit an online application at: <http://fmcusa.org/hr/employment-application> including a resume and statement of faith.

