

Water Street Mission Job Description Executive Assistant

Summary: To support the VP of Finance and Operations in leading and serving the ministry.

FLSA: Part-time, Non-exempt

The Executive Assistant must be:

1. Willing to sign the Water Street Mission Statement of Faith
2. A current member or regular attendee of a local church
3. Able to full support the Water Street Mission core values and philosophy of ministry

Essential Functions:

- Support the goals and objectives of the VP of Finance and Operations in a manner that reflects the values and ministry philosophy of Water Street Mission and the VP of Finance and Operations.
- Provide support for Administration initiatives
- Manage external and internal VP of Finance and Operations' office communications
- Manage appointments, electronic files, and paper files to regulatory standards in the VP of Finance and Operations' office, as applicable
- Organize and support meetings – scheduling, preparation, recording minutes, conducting follow up communication
- Assist VP of Finance and Operations with reports and presentations
- Provide support, as needed, to the administration and operations team
- Manage special projects
- Other essential duties as assigned

Education and Experience: Associate degree of equivalent training and experience. More than three years of experience in a fast-paced, highly administrative role where confidentiality is critical to the office. Computer experiences is essential, with expertise in MS Office application. Excellent communication and organizational skills. Customer service minded, analytical, ready to assist the team towards a common goal, and sensitive to the needs of the staff and guests. Must demonstrate an ability to keep confidentiality and exercise strong parameters around sensitive information and documentation.

Supervised by: Vice President of Finance and Operations

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job, the employee is regularly required to stand, walk, or sit, use hand to finger, handle, or feel, reach with hands and arms, stoop, kneel or crouch, and is occasionally required to lift and/or move up to 35 pounds.

Christian Life: As an employee of Water Street Mission, you are an important member of a Christian Missionary Organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.