

Cho-Yeh Camp & Conference Center, Inc.

Job Description

Job Title: Executive Assistant
Department: Administration
Reports To: President & CEO
Prepared Date: 9/30/2021



Summary

The Executive Assistant is a full-time, year-round position that provides direct administrative support to the President/CEO and the Executive Leadership Team to further the mission and vision of Camp Cho-Yeh. Major areas of responsibility include managing the CEO's calendar, contacts and email, scheduling/coordinating meetings, serving at liaison to the Board of Directors, working with other ministry departments of Camp Cho-Yeh (Development, Accounting, HR, Registration, etc.), as needed, and performing general administrative work. This position provides a high capacity, administratively skilled person the opportunity to play key roles in bringing the Camp's vision to life. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

Essential Job Functions:

1. Provide administrative support to the CEO and Executive Leadership Team
 - Maintain CEO's business and personal calendar; coordinating meetings with various staff, board members, and committees.
 - Prepare, proofread, and edit e-mails, letters, and other correspondence to guests and camper families accurately and timely.
 - Maintain CEO's contacts and assist with managing emails in a timely manner.
 - Provide logistical support for CEO's professional and personal tasks to help maintain productivity and efficiency.
 - Provide administrative support for the entire Executive Leadership Team. Assisting with various tasks and projects as needed.
 - Maintain minutes of Executive Leadership Team meetings and distribute summary to staff on a weekly basis.
 - Manage resulting task list and coordinate efforts on follow through of decisions made.
 - Register for workshops/conferences, making travel arrangements and accommodations.
2. Serve as staff liaison to the Board of Directors
 - Attend board meetings, take meeting notes, and distribute to the board's Secretary.
 - Serve as main point of contact of Board of Directors when they need assistance or material.
 - Keep board contact information current and posted on Camp Cho-Yeh's website.
 - Assist CEO in preparing necessary reports and compile board meeting packets for each board meeting.
 - Coordinate board meeting locations, logistics, meals and set up.
 - Maintain record of board meeting minutes, board policies and other relevant information.
3. Provide logistic and administrative support for the Development team on an ongoing basis
 - Work closely with VP of Advancement in managing databases of volunteers and donors.
 - Provide administrative support in donor cultivation and relationship management.
 - Coordinate and arrange scheduled and unscheduled correspondence between Cho-Yeh and donors.
 - Develop and execute process for end-of-year tax receipts and thank you gifts.
4. Serve as key member of the administration team in providing cross-department office administration
 - Assist the office manager in acquiring and maintaining office equipment, inventory, and custom supplies.
 - Coordinate back office support for the human resource needs of the organization.
 - Answer phones promptly, take accurate messages, and respond to requests for information timely.
 - Establish and maintain a variety of files and records.
 - Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A strong track record of managing and delivering results through high performance teams coupled with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Experience working with all levels of staff, with demonstrated ability to establish trust and leading through others.
- Demonstrated ability to naturally manage details and logistics with excellence.
- First-class communication skills with a keen eye for details.
- Competent and proficient in utilizing a variety of software applications such as Excel, Word, CampMinder, etc.
- Excellent project management and communications skills with the ability to work across all functions and levels of an organization.
- Demonstrated commitment to protecting and maintaining confidential or sensitive information.
- Proven ability to anticipate needs and take initiative to proactively solve problems.
- Capacity to perform other duties as assigned by CEO as needed.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into the culture.
- Strong spiritual life and devotion to Christ as well as experience sharing personal testimony in a variety of venues and being vulnerable and open about personal faith journey. Ability to sign statement of faith.
- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from four-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TIME MANAGEMENT ABILITY

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.