



Job Title:	Missions Administrator and Executive Assistant to the President	Job Category:	Salary/Non-Exempt
Location:	Edmundite Missions Office	Travel Required:	Yes
Salary:	\$xx,xxx.xx	Position Type:	Full-time
<p>JOB DESCRIPTION: The Missions Administrator and Executive Assistant to the President is responsible for the day to day management of the work flow of the administrative office in relation to the internal workings of the organization. He/she is also responsible for all organizational and administrative support needed by the President in leading the Missions.</p>			

ROLES AND RESPONSIBILITIES:

- Overall Missions Administration
 - Communications
 - Ensure all incoming communications are appropriately routed
 - Oversee all distribution of mail
 - Ensure that all visitors are greeted warmly and receive appropriate Missions materials
 - Human Resources
 - Work with the C.F.O. to ensure staff respond to human resources questions, recertification, etc. in a timely manner
 - Provide the initial administrative orientation to all new staff members
 - Senior Management Meetings
 - Schedule all SMT meetings
 - Act as Secretary to the SMT and ensure accurate notes are filed
 - Oversee follow up to ensure that decisions or initiatives are in process
 - Vendors and Supplies
 - Manage IT vendor process
 - Oversee the ordering and inventory of all office supplies
- Executive Assistant Functions
 - Organizational Liaison
 - Work closely with the C.F.O. to ensure all financial information requested by the President is made available in a timely manner for decision support and to present the President's vision for current operations and future plans

- Work closely with the C.P.O. to ensure all development information requested by the President is made available in a timely manner for decision support and to present the President's vision for current operations and future plans
- Work closely with the Development and Stewardship Administrator to ensure that all daily development operations are at high standards and ensure the President's connection with the donor base is strengthened and cultivated
- Work closely with the Chief Programs Officer to ensure that the content of the work of the Missions reflects the President's vision
- Serve as a representative of the President to external groups, representing the communications strategy of the President
- Communications
 - Screen all calls or inquiries addressed to the President, re-directing as possible and ensuring that only the most relevant or critical reach the desk of the President
 - Represent the President at meetings upon request
 - Manage all internal and external communications that are bound for the President, ensuring clear timetables for response are crafted and that items are delivered in an easy order of attack
 - Maintain an accurate log of communications with the President, ensuring that all parties are clear and accountable
- Calendar Management
 - Ensure that the President's calendar represents his vision for the day or other planning time period
 - Create, organize, and maintain the President's calendar as well as the Missions-Wide calendar that includes all organizational activity
 - Work to ensure the President's calendar is kept clear of undocumented meetings and that time is provided for external facing duties by managing staff requests
- Board of Directors and Board of Members
 - Provide support for all Board of Directors meetings and functions: preparing, receiving, and organizing documents, ensuring all logistical preparations are made, and serving as recording secretary for the Board
 - Manage all correspondence between the President and the Board of Members
- Travel
 - Arrange and manage all travel arrangements for the President
 - Accompany the President on travel upon request



- General Responsibilities
 - Maintains staff, donor and client confidence and protects Edmundite Missions' operations by keeping all information confidential
 - Represents the organization's culture, values and mission when interacting with external and internal stakeholders.
 - Other duties as assigned

SUPERVISORY DUTIES

- Administrative Coordinator and Assistant to the President

KEY CANDIDATE CHARACTERISTICS

- Unassailable personal integrity and moral reputation
- Appreciation and respect for the Catholic Church and its teachings •
- Understanding of the concepts of "ministry"

Email resume to missionsdirector@edmunditemissions.org or apply in person at 1002 Minter Ave.