

# CHURCH OF HOPE - EXECUTIVE ASSISTANT

<b>Date Posted:</b>	<b>12.12.23</b>
<b>Position Title:</b>	<b>Executive Assistant</b>
<b>Reports To:</b>	<b>Chief of Staff</b>

## POSITION PURPOSE:

### SUMMARY:

Representing the vision of Pastor Mark Cummins while fulfilling Church of Hope's mission, the purpose of this role is to assist the Chief of Staff.

**OUTCOMES:** The following are hoped outcomes for this role within the first 12-18 months:

1. To own tasks & responsibilities, freeing the Chief of Staff to expand to new leadership responsibilities.
2. To manage Church of Hope database system integrity.

### JOB DESCRIPTION

**Responsibilities:** The following are the core responsibilities of the role & estimated percentage of time devoted to each area:

1. (20%) Church of Hope supply inventory, ordering & management.
2. (30%) Data management.
3. (50%) Administration support for the Chief of Staff.

### Qualifications and Education Preferences

- College degree
- Executive Administrative experience

### Required Skills

- Detail oriented
- Self started
- Organization
- Thrive working on multiple projects at once
- Written communications
- Can pivot efficiently
- Systems minded
- Managing vision and purpose

### Physical Labor Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Ability to physically stand, bend, squat, & lift up to 25 to 30 pounds (NOTE: pending on role)