



JOB DESCRIPTION

Position: **Executive Assistant to Miles Ahead Exec Director**

Reports to: **Miles Ahead Executive Director**

Position Status: **Full-Time, Exempt**

Department: **Miles Ahead**

Effective: **February 2010**

Replaces: **New Position**

Position Number: **RC-11-10**

Posting Date: **February 25, 2010**

1st Closing Date: **March 4, 2010**

Position Summary:

The Executive Assistant position exists to oversee the administrative function of the Miles Ahead Organization, execute projects, and act as a liaison between the Miles Ahead Executive Director and others in order to increase their time for executive level responsibilities.

Job Responsibilities and Duties:

1. Liaison to the staff, congregants, board, volunteers, associates, outside organizations, and media (meeting requests, interviews, questions, approvals, etc.).
2. Assists with the strategy of design and implementation of on-going communication efforts in support of all Miles Ahead ministry programs, including such elements as website, products, newsletters and other communications vehicles.
3. Assists with the coordination of efforts, alongside the Rock Church Executive Assistant Team, to support Executive leadership.
4. Maintains calendar and appointments including, but not limited to meetings, events and conferences.
5. Maintains Executive Director's yearly schedule and updates as appropriate.
6. Answers and screens telephone calls and arranges conference calls.
7. Organizes and maintains file system and files correspondence and other records.
8. Coordinates travel (flights, hotels, rental car, etc).
9. Prepares pertinent information (i.e. directions, confirmation number, backup documents, background info) for appointments and travel.
10. Executes projects and on-demand tasks.
11. Oversees ongoing and day-to-day duties and office responsibilities.
12. Provides recommendations and proposed solutions to administrative issues.
13. Interfaces with appropriate departments on relevant tasks or projects.
14. Assists with the coordination of the "Do Something" conferences and other special events, as needed.
15. Handles a wide variety of situations and conflict with discernment and humility.
16. Relies on experience and judgment to accomplish strategic goals.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Miles Ahead Executive Director.

Job Skills and Requirements:

1. Spiritually mature and wholeheartedly pursues a deeper relationship with Christ.
2. Christ-centered work ethic in all areas of administration.
3. Commitment to excellence in all aspects of ministry.

4. Responsible for confidential and time-sensitive material.
5. Advanced computer skills: Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher) and department specific programs and databases.
6. Possesses excellent time management and organizational skills and the ability to execute multiple projects simultaneously.
7. Must have the ability to resolve conflict and use discernment to identify and maintain confidentiality as appropriate.
8. Self-motivated and creative.
9. Excellent communication and interpersonal skills.
10. Outstanding English composition and editorial skills.
11. An associate's degree or its equivalent with at least three years of experience assisting an executive or in a related area.
12. Possesses strong leadership skills and the ability to delegate tasks appropriately.
13. Must be able to work efficiently in team situations as well as independently.
14. Ability to communicate and establish working relationships with all levels of people.
15. Flexible in nature to handle other duties and special projects as needed.
16. Ability to analyze and resolve specific problems.
17. Ability to work independently or in a team-oriented environment.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Attendance at all mandatory meetings (and events, as needed).
7. Demonstrate biblical stewardship in all areas of life, including a tithe of 10% to the church that you attend regularly.
8. Signed acknowledgement of the Miles Ahead Statement of Faith.
9. Adheres to policies and procedures as stated in the Rock Church/Miles Ahead employee handbook.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.