

# Executive Assistant

## I. SUMMARY OF POSITION:

The Executive Assistant to the Assistant Director of MAP Global plays a pivotal role in providing comprehensive support to the Assistant Director and Executive Director in the execution of their responsibilities. This individual is entrusted with maintaining absolute integrity and often serves as the primary point of contact, prioritizing member care, customer service and exceptional communication skills in all daily tasks.

## II. MINIMUM REQUIREMENTS:

### A. EDUCATION/EXPERIENCE

- Demonstrated ongoing relationship with Jesus Christ through regular prayer, Bible study, and worship attendance
- 5+ years of experience as a senior-level administrative assistant or comparable education level with thorough experience in financial management
- Proficient in computer skills, including Microsoft Word, PowerPoint, Outlook, Excel, database systems, all MAC equivalents and Internet usage
- Proficiency in Quickbooks, familiarity with w2 and w9 tax forms, as well as other financial management software and procedures
- Exceptional telephone, messaging, email and social media skills with a caring and discerning approach
- Strong affinity for the ministry and commitment to the mission of MAP Global
- Ability to relocate to Western North Carolina and work daily in Buncombe Co.

### B. IMPORTANT SKILLS/PERSONAL TRAITS NEEDED BY THE ASSISTANT DIRECTOR'S EXECUTIVE ASSISTANT

- Impeccable ability to maintain Integrity and a servant's posture towards our Partner Ministries and their supporting teams
- Gift of hospitality
- Demonstrates a helpful, cheerful, diplomatic, and caring servant attitude to all
- Strong organizational skills
- Ability to prioritize and multitask, using effective time management in a fast-paced environment
- Collaborative team player with the capability to work independently

### III. SPECIFIC RESPONSIBILITIES:

#### *A. RECEIVES AND REPLIES CORRESPONDENCE TO THE ASSISTANT DIRECTOR'S OFFICE*

- Answers telephone calls, emails and messaging as directed by the Assistant Director and screens communications as appropriate
- Works at the MAP office during regular business hours unless traveling for the ministry or serving in local conferences etc.
- Assists in financial management for partner ministries
- Assists in mailings, processing of donations and receipting
- Makes appointments for the Assistant Director, redirecting those appropriately handled by another staff member

#### *B. TRAVEL*

- Coordinates all outside visitors – Invitation letters, travel, hotel accommodations, and prepares schedules
- Handles all travel plans and preparation for MAP Global team
- Coordinates organization-wide trips - handles signups, meetings, deposits, and searches important information for travel vaccinations, visa/passport process, etc.

#### *C. ASSISTS WITH MEETING AND MINISTRY PREPARATION*

- Aids in preparation for meetings through the production of documents, handouts, reports, meeting requests, reminders, etc.
- Records meeting minutes when requested
- Actively involved in ministries the Assistant Director oversees, attending meetings and assisting ministry leaders with planning special events
- Manages various files and databases for the Assistant Director
- Drafts monthly, quarterly, yearly reports for board meetings
- Completes check requisitions for organization ads, honorariums, special event tickets, etc.

#### *D. MISC.*

- Takes initiative or serves as a representative of the Executive team for new and special projects, as requested
- Represents the Executive team in dealing with members of the MAP community, other organizations, and the community at large, as required
- Other duties as assigned

*All Interested and qualified applicants please remit your application via **cover letter, résumé and references to [Contact@MAPGlobal.org](mailto:Contact@MAPGlobal.org)***