



Executive Assistant

Job Description

Principal Functions:

The Executive Assistant provides high-level *administrative support* to the c-suite team to ensure they can efficiently accomplish key tasks and company initiatives, by executing recurring, time sensitive and confidential tasks that strengthen the whole organization.

Reports To: Chief Executive Officer

Supervises: n/a

Qualifications: Applicant should have the following qualifications:

1. Demonstrate both spiritual and emotional maturity.
2. Exhibit strong commitment and dedications to the gospel and to the sanctity of human life.
3. Agree with and uphold the LAPRC mission and all corporate statements and policies of LAPRC.
4. A minimum of a high school education or GED is required. A Bachelor's Degree is preferred, preferably in a related field, or related experience equivalent in the field.
5. Exhibits strong time management skills and ability to meet deadlines.
6. Exhibit strong skills in organization, and the ability to multitask.
7. Strong interpersonal skills, as well as verbal and written communication skills
8. Demonstrate the ability to problem solve and make strong decisions, in a team and independently.
9. Ability to be trustworthy, handling confidential information with discretion.
10. Demonstrate the corporate values of faith, integrity, excellence, respect, and compassion.
11. Proficient use of computers to complete design tasks, organization tools, and other online responsibilities.

Major Responsibilities:

Administrative Support

1. Oversee the organization of corporate files and *LAPRC Files* Google Drive
2. Assist with the paperwork, create logins and email addresses for onboarding staff & volunteers
3. Pull statistics/information as requested by C-Suite or grant requests
4. Execute staff appreciation initiatives
5. Assist C-Suite with Google forms
6. Assist with the planning of staff meetings and trainings

Communications

1. Build ministry communication templates and execute donor communications
2. Provide oversight and equip staff for social media accounts
3. Build weekly staff newsletter
4. Forward emails and website forms to the appropriate personnel
5. Oversee Canva account, Ministry Sync, Vimeo and FundEasy

General Responsibilities:

1. Oversee bulk orders of print materials and ordering/purchasing of needed supplies
 2. Other tasks as assigned by the C-Suite
 3. Attend all quarterly staff meetings
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- The CEO will evaluate the Executive Assistant quarterly and annually through the use of the LAPRC performance form
 - This Job Description may be changed at any time deemed necessary by the CEO.
 - Employment with LAPRC is at will and may be terminated at any time and for any reasons either by the employer or employee.