

## Fellowship Prairies Executive Assistant Job Summary

Provide high-level administrative support to the Regional Director by conducting research for events, preparing annual statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings, input of website updates, directory, creating Brochures for events, creating and editing quarterly Newsletters, Finances including Expense Reports, Payroll, Bank Deposits, overseeing and hands on with annual Convention, working with Vital Stats for Registration of Clergy licenses. Ongoing Pastors Looking List along with Job Ads on the website.

## Executive Assistant Duties and Responsibilities

- As above and answering phone inquiries, directing calls, and providing basic organization information.
- Comfortable performing clerical duties, taking memos, maintaining files, and organizing documents. Photocopying, faxing, collating, etc., as needed.
- May arrange travel, accommodation, itineraries for out of town guests, and all correspondence related to arrangements as needed.
- Plans/organizes and implements events such as meetings, business luncheons, or client dinners, annual convention, out of town events.
- Manages executive schedule / Google calendar and acts as liaison for the executive team.
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence, Minutes for Board meetings, along with arranging catering for all meetings and events.
- Handles confidential information; organizes and maintains files.
- Prepares information and research for executive needs.
- May help plan company events, meetings, and employee team building activities or special projects.

## Executive Assistant Skills

- Comfortable in an environment with multiple tasks and projects at hand.
- Able to organize and manage tasks, schedules, and information.
- Self-directed and able to work without supervision.
- Energetic and eager to tackle new projects and ideas.

- Comfortable in both a leadership and team-player role.
- Answers phone inquiries, directs calls and emails for the executive team
- Able to perform all clerical duties, taking memos, maintaining files and confidential information, organizing documents as needed.

## Executive Assistant Requirements and Qualifications

- Three to five years' prior experience in mid- to senior-level administration, business, management, or related field.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Publisher and Excel); Adobe Connect Savvy – Video Conference Calls; scheduling appointments/updating calendars.
- Excellent written and verbal communication skills.
- Able to concentrate on multiple problems/tasks at once.
- Excellent time management and prioritization skills.

All candidates for this position are to contact Mark Breitkreuz, Regional Director, by email with your resume and cover letter. [mark@fellowshipprairies.ca](mailto:mark@fellowshipprairies.ca)

Thank you.