

HEARTBEAT INTERNATIONAL

Job Description

TITLE: Executive Assistant; Non-exempt; 30 – 40 hours per week
REMOTE WORK STATUS *Position based in HBI's office in Columbus, OH*
DEPARTMENT: Executive
REPORTS TO: President

SUMMARY

Provides advanced secretarial and routine administrative support for the President and other Executive Leadership. All responsibilities are performed in accordance with and to promote Heartbeat International's pro-life mission and vision and Christian core beliefs and core operational values.

PRIMARY RESPONSIBILITIES (Executive Assistant)

1. Coordinate the efficient execution/logistics (organization, research, reporting, record management, etc.) of office operations for the President.
2. Ensure effective, accurate, and confidential recordkeeping. Maintain and manage (establish, review, organize, update) accurate records, logs, lists, and files. Reconcile and submit expense records for allocation and reimbursement.
3. Provide administrative support to the President including calendar management, travel arrangements, and related details. May also assist with coordinating travel arrangements for other Executive Leadership members and international travel planning for such roles as HBI's International Program Specialist.
4. Coordinate donor communications end-to-end (outreach, acknowledgements, updates, and follow-ups), tailoring messaging to grow donor relationships with the President, and capturing key impact details for timely, accurate stewardship. Maintain accurate donor records in Virtuous.
5. Provide general administrative support to the HBI Executive Leadership team as is needed.
6. Support HBI Board meeting management, including preparation/collation of meeting materials, and related details.
7. Compose correspondence and/or proofread materials.
8. Prepare PowerPoints and similar type presentation elements as directed.
9. Serve as guest liaison for HBI Columbus office, including orchestrating tours and coordinating the use of HBI facilities by outside guests.
10. Special projects or tasks as assigned by supervisors.

SUPERVISION (Received/Exercised)

Work performed independently with supervision available. Organize work and set priorities based on schedule and office priorities established by supervisor. Supervisor regularly reviews non-routine work and periodically reviews routine work. Evaluate information to determine appropriate process based on established guidelines.

QUALIFICATIONS

1. Undergraduate degree in business preferred, or combination of education and applicable experience.
2. Minimum of 5+ years' experience working in an advanced secretarial and/or administrative capacity.
3. Proficiency in Microsoft Office suite including Word, PowerPoint, and Excel and Google suite. Comfort level working in databases (such as Virtuous, HBI's donor database).

4. Excellent interpersonal skills. Ability and desire to work cooperatively and professionally with others. Treat others with respect, honesty, and integrity, working towards Christian (scripture base) peace and unity.
5. Professional and pleasant business oral communication skills. Excellent written communication skills.
6. Ability to handle multiple tasks accurately and timely.
7. Detail oriented.
8. Ability and desire to travel on a limited (and scheduled) basis.
9. A willingness and desire to work as a team to serve affiliates and other HB constituencies, including other staff.
10. Ability and willingness to demonstrate commitment to Heartbeat International's mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
11. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's Christian ministry of life.