



United
Women
in Faith

Position: Executive Assistant
Department: Office of the General Secretary and Finance & Asset Mgmt.
Supervisor(s): General Secretary/CEO and Treasurer/CFO
Location: REMOTE (Occasional in-office work)
Hours: 9:00am – 5:00pm (Monday – Friday with flexibility)
FLSA Status: Exempt (Administrative)
Travel: Occasional
Salary Level: 10 - Administrative

About United Women in Faith

United Women in Faith - National Organization is the policy-making body that manages and oversees the programs and projects of United Women in Faith (UWFaith). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments, and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UWFaith builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

Summary of Responsibilities

The **Executive Assistant** supports and maximizes the efficiency of the General Secretary/CEO and the Treasurer/CFO in one-on-one working relationships and supports the Office of Financial & Asset Management.

The **Executive Assistant** serves as the primary point of contact for internal and external constituencies on all matters pertaining to the General Secretary. The **Executive Assistant** also serves as a liaison to the General Secretaries of other United Methodist agencies, Conference and Jurisdiction UWFaith Presidents, Conference and Jurisdiction UWFaith Treasurers. In relation to the Board of Directors and UWFaith donors, the **Executive Assistant** organizes and coordinates executive outreach and external relations efforts; and when necessary, oversees special projects.

The **Executive Assistant** must be creative and enjoy working within a small environment that is mission-driven, results-driven and community-oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The **Executive Assistant** will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This position is not static and will be revised as the needs of the organization evolve.

Duties and Responsibilities

General Secretary/CEO Support

- Completes a broad variety of administrative tasks for the General Secretary including: managing an extremely active calendar of appointments and travel; completing expense reports; composing and preparing correspondence that is sometimes confidential; and when necessary, arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the General Secretary's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the General Secretary's time and office.
- Communicates directly, and on behalf of the General Secretary, with Board members, donors, and others, on matters related to General Secretary's programmatic initiatives coordinating with the Corporate Secretary, Fund Development Officer as necessary.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the General Secretary, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the General Secretary's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with the General Secretary to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
- Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the General Secretary updated.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the General Secretary, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the General Secretary's ability to effectively lead the organization.

- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Communications, Partnerships, and Outreach

- Ensures that the General Secretary's bio is kept updated and responds to requests for materials regarding the General Secretary and the organization in general.
- Edits and completes first drafts for written communications to external stakeholders.
- Follows up on contacts made by the General Secretary and supports the cultivation of ongoing relationships.

Office of Finance & Asset Management Support

- Provides:
 - a. Consistent, accurate and complete management of legal and financial records of the Treasurer's Office.
 - b. Sets up and maintains the permanent record filing system of meetings, Finance Committee decisions and legal documents.
 - c. Maintains knowledge of archiving policies and procedures.
 - d. Project management for projects of the FAM home room.
 - e. Assurance that proper authorization procedures are adhered to for legal and financial documents.
 - f. Timely response to member inquiries via telephone and email, ensuring that all members' inquiries are answered.
 - g. Coordination of all organization contracts from inception to completion, signing by Treasurer/CFO and filing.

Board Support and Liaison

- Serves as recording secretary for Finance Committee of the Board of Directors by taking minutes, coordinating the production of reports and insuring online posting two weeks prior to Committee meeting. Also ensure that all materials presented, and decisions made are accurately conveyed to the Corporate Secretary for inclusion in the official Journal of the organization.
- Occasionally assist board members with travel arrangements, lodging, and meal planning except in meetings planned by the Events Management department. Maintains discretion and confidentiality in relationships with all board members.
- Assists Corporate Secretary in record maintenance—update & maintain database of contact information of UWFaith stakeholders; maintain and update content for various groups in the UWFaith Online Community (Board, PAG, UWFaith Presidents and Treasurers, etc.); journal preparation; archiving historical UWFaith records.
- Assists and supports the Corporate Secretary, as needed, e.g. board travel, recording meeting minutes, recording maintenance, guest visits, etc.

<u>Team Participation</u>	<u>Necessary Skills</u>	<u>Critical Competencies</u>
<p>This position may be requested to participate on special projects and/or events planning team. Participation in these circumstances is factored into the overall evaluation of performance.</p>	<p>Travel Logistics Scheduling Informing Others Presentation Skills Meeting Management Member Relationships Written Communication Strong Computer Aptitude Decision Making Business Writing Skills</p>	<ul style="list-style-type: none"> • Attention to Detailed and Accuracy: Demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance. • Problem Solving: Ability to prioritize while juggling multiple tasks throughout the day. Ability to act independently when necessary for best outcomes in times of crisis. • Time Management: Meets productivity standards and completes work in a timely manner. • Adaptability and Flexibility: Adapts to work environment changes, manages challenging demands, and can deal with frequent change, delays, or unexpected events. • Innovator: Responsible for working with established guidelines and procedures. Works as a team and relies upon supervisor to resolve unusual issues. • Dependability: Consistently at work and on time, follows instructions, responds to managements' direction. • Excellent Interpersonal and Team Building: Works independently and within a team to achieve individual and department goals; Shares best work knowledge and practice freely and is open to coaching and feedback which enhances work performance.

Qualifications

(All requirements are subject to possible modification to reasonably accommodate individuals with a disability.)

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, members, and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity and sense of humor.
- Highly resourceful team-player, with the ability to be effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of member service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Independent worker, self-motivated, attention to detail, utilizes creativity in problem solving, productive team player.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

Education and Experience Requirements

- Bachelor's degree preferred.
- Eight to ten years' administrative/secretarial experience, preferably in a religious nonprofit or community-based organization.
- Familiarity and general knowledge of polity of the United Methodist Church is helpful.
- Strong work tenure: 2(+) of experience supporting C-Level Executives, preferably in a non-profit organization.
- Experience and interest in internal and external communications and partnership development.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and social media web platforms.

Performance Measurement

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Human Resources Director and direct supervisor and in harmony with United Women in Faith's mission, cultural principles, and annual leadership priorities. Participation in special projects and/or events is factored into ongoing peer and management performance feedback.

Benefits

8% 403(b) employer contribution with 2% match, insurances for health, dental, LTD, Life, EAP, paid short-term disability, self-care cash incentives and wellness Wednesday hour, 22 days' vacation, and other generous time-off benefits including Christmas week and August Fridays!

I have read and understand this job description and its requirements, and I understand that I am expected to complete all duties as assigned. I understand that the job functions may be changed from time to time, with or without prior notice. I will be able to perform the essential functions of this position with or without accommodation. I understand that it is my responsibility to inform my supervisor at any time that I'm unable to perform these functions. I understand that I will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions and assignments. I further understand that this job description is not a contract of employment.

Employee Signature: _____

Date: _____