

**POSITION DESCRIPTION
COOPERATIVE BAPTIST FELLOWSHIP**

TITLE:	Executive Assistant
EMPLOYMENT STATUS :	Full Time- Exempt
DEPARTMENT:	Global Missions, Young Baptists, and Advocacy

RESPONSIBILITY: The position provides administrative support for:

- CBF Global Missions (50%) to increase efficiency in operations and build departmental capacity to sustain the Christian mission of personnel and projects in twenty countries around the world
- Young Baptists Ecosystem (40%) to enhance the ministries of congregations among young Baptists and the development of leadership among students, young clergy, and young lay leaders.
- CBF Advocacy (10%) to encourage, equip, and promote the witness of the local church

REPORTS TO: Director of Global Missions Programs and Impact; Director of Young Baptist Ecosystem.

RELATES TO: CBF Global Missions staff and Field Personnel, CBF Strategic Collaboration Team, CBF Missions Council, CBF Ministries Council, CBF Young Baptist Collaborative Team, CBF state and regional organizations, young Baptists and the leadership of congregations and other partner organizations.

SUPERVISES: N/A

DUTIES:

1. Completes basic and advanced administrative functions to support departmental operations, programs, and initiatives that may involve confidential information and/or direct communication with volunteers, donors, and partners including but not limited to: meeting management, newsletter curation, and spreadsheet management.
2. Coordinates logistics for regular meetings and special events, whether in-person or virtual, and offers additional support, as needed, during said meetings and events.
3. Manages Global Missions volunteer registrations, including but not limited to:
4. Utilization of the Volunteer Management System to provide appropriate information regarding volunteer opportunities within Global Missions.
5. Oversight of the enrollment and registration of Global Missions volunteers.
6. Administers regular and occasional digital communication projects, including social media postings, prayer updates, and department-specific newsletters.
7. Provides updates and corrections to departmental and organizational websites and calendars.
8. Provides administrative support to leadership with travel management and expense reports.

9. Supports the operations of the Global Missions, Young Baptist Ecosystem, and Advocacy offices, related to clerical duties, mail and telephone coverage; analyze office needs and implement processes for lean operations. Manage office efficiency by planning and implementing office systems, record retention systems, and equipment procurement.
10. Completes other duties as assigned.

REQUIREMENTS:

EDUCATION:

- Bachelor's degree required; preferably in a business-related area and/or business school.

EXPERIENCE:

- 3-4 years of experience providing administrative support and/or program or project management, preferably in a non-profit organization.
- This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high-level of professionalism and detail.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat.
- Proficiency in social media platforms, basic web design, and web-based applications or willingness and aptitude to be trained.
- Christian commitment and church involvement required.
- Appreciation of diverse cultures and work environments required; experience with cross-cultural mission organizations welcome.

SKILLS:

- Ability to relate well to the CBF constituency, both internally and externally, with friendliness and professionalism.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail, often with deadline pressure.
- Requires ability to provide strategic and logistical planning and facilitate meetings, workshops, and trainings, as required.
- Demonstrated ability to make sound decisions and solve problems proactively.
- Team-player with the ability to complete projects independently.
- Proven ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.

PHYSICAL:

While performing the duties of this job, the employee is regularly required to remain stationary, communicate and exchange information. May be required to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

COMMITMENT: Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment. Employee must possess exemplary Christian character with a commitment to the mission of CBF.

ACKNOWLEDGEMENT AND AGREEMENT WITH ABOVE JOB DESCRIPTION:

Employee

Date

Supervisor

Date