



Job Description: Executive Assistant & Office Manager

Position Objective: Clarity's Executive Assistant/Office Manager plays an integral role in operations and representing the organization to visitors, staff and board. This person excels by maintaining accuracy and efficiency in office procedures and administrative tasks, including database management.

Reports to: CEO

Profile:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of Clarity
- Proven ability to effectively manage multiple priorities with competing deadlines
- Ability to maintain utmost confidentiality of data
- Exhibit professional demeanor while interacting with all levels of Clarity stakeholders
- Exhibit excellent computer skills, especially with Microsoft Word and Excel
- Ability to perform detailed work with a high degree of accuracy in an environment subject to frequent interruptions
- Strong analytical skills to identify and resolve business issues
- Strong verbal and written communication skills as well as the ability to interface professionally with all personalities and communication styles
- Be self-motivated, dependable and responsible

Responsibilities:

- Serve as assistant to the Board of Directors (prepare board materials, attend meetings, take minutes, etc), using complete confidentiality with board matters
- Assist the CEO with administrative and leadership tasks (budgeting, staff management, scheduling, etc.)
- Regularly use Excel, Word and email to communicate with staff and donors (writing donor letters, prayer calendars, receipt templates, staff memos, etc.)
- Build reports in donor database software, then edit reports in Excel for staff
- Equip staff with reports, tools and information to fulfill their responsibilities
- Train staff to utilize donor database software & other computer programs
- Mail merge files & prepare mailings for supporters; oversee mailing volunteers
- Oversee the inventory of office supplies for administrative offices; purchase necessary items in a cost-conscious manner
- Make deliveries and pick-ups at post office; distribute mail to personnel
- Assist with planning & facilitating banquets & other events as needed (pulling reports, preparing materials, mail merging documents, etc)
- Recruit volunteers to serve as administrative office receptionist (or serve as receptionist) – answer calls, greet visitors, etc.
- Maintain several Clarity Google calendars for the staff and board
- Provide administrative support to all of Clarity's employees as needed

Compensation (Time Commitment): Salaried (40 hours per week, more at times)
The Office Manager will receive a yearly written and oral evaluation.