



Global Scholars

Administrative Assistant to the CEO

Position Description

Supervised by: President and CEO
Works closely with: Leadership Team
Status: Part-Time, Non-Exempt
Location: Work remotely

POSITION SUMMARY

To advance the purpose of Global Scholars, the CEO's Administrative Assistant will serve the CEO/President in ways that best help him give overall leadership to Global Scholars.

MAJOR DUTIES AND RESPONSIBILITIES

- Travel and Meetings
 - Coordinate CEO's travel schedule (meeting whom, when, and where)
 - Make CEO's travel arrangements (flight, car, housing)
 - File CEO's expense reports
- Data Management
 - Coordinate CEO's interactions with his development portfolio
 - Record data from CEO's meetings and assign next steps
 - Communicate with donors, staff, and others on CEO's behalf
 - Record CEO's monthly and quarterly Leading Indicator data
 - Create presentations for CEO, as requested
 - Collate data CEO requires for board reports
 - Collect other data for CEO, as requested
 - Work in collaboration with other staff or volunteers on projects, as requested
- Board Support
 - Make hotel, conference room, audio-visual, and meal arrangements for meetings
 - Provide materials for meetings requested by the board or committee chairs
 - Take minutes at meetings, as requested
 - Provide additional administrative support to board or committee chairs, as requested

SKILLS AND COMPETENCIES

- Strong organizational skills and detail oriented

- Skilled in computer usage, specifically word processing, spreadsheet, and presentation applications in a cloud-based environment
- Able to handle sensitive information in a confidential manner
- Able to work well in a support role to the CEO and cooperatively with other staff
- Committed to doing work energetically and with excellence

CHARACTER AND PERSONAL TRAITS

Christ-like character. Trustworthy. Authentic and personable. Living in obedience to Scripture in the context of a local body of believers. Commitment to Global Scholars’:

- Statement of Faith
- Mission (Ends)
- Core Values.

ORGANIZATION

Non-profit 501(c)(3) organization.

FOR MORE INFORMATION

Contact Global Scholars, email: hr@global-scholars.org; Web: www.global-scholars.org