



DRAFT ROLE DESCRIPTION

Role: Executive Assistant to the President

DEPARTMENT: Administrative Services

REPORTS TO: President of City Gospel Mission

CLASSIFICATION/ STATUS: Full-Time Exempt

The work is conducted primarily at 1805 Dalton Avenue, Cincinnati, OH 45214.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: The Executive Assistant will help the CGM President accomplish goals and advance the organization's mission by handling tasks such as calendar management; reviewing, prioritizing and responding to emails; answering and returning phone calls; organizing documents; maintaining records; taking notes at meetings and any other administrative responsibilities that enable the executive to perform with effectiveness, efficiency and excellence.

The person in this role, will also manage assigned projects and information, including preparation of data and inputs for the five (5) CGM Board of Trustee meetings. Project management skills will be used daily. She/he must be organized, able to multi-task, have excellent people skills and wisdom in decision making.

City Gospel Mission is a Christian non-profit organization in greater Cincinnati. Its mission is to help people in need break the cycle of poverty and despair, one life at a time. It was founded in 1924, by James Norris Gamble, son of P&G co-founder James Gamble. Our offerings include- Food & Shelter, Recovery Services, Job Skill Development & Placement and a vast number of programs for young people including Whiz Kids Reading, Princesses Ballerina and Urban and Spanish Speaking Outreach.

MAJOR POSITION RESPONSIBILITIES:

1. Do the work at hand in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our ministry programs.
2. Provide scheduling and calendar management for the President. Assist in booking appointments and navigating meeting plans.
3. Organize and prepare for meetings, including gathering documents and attending to logistics of meetings.
4. Answer and respond to phone calls, communicate messages and information to the executive or to constituents.
5. Provide email support, prioritize and triage. Respond when necessary.

6. Maintain various records and documents for the President and organization.
7. Draft, review and send communications on behalf of the President. One category of communication is related to pulling together the pre-Board meeting package. This specific task is a key component of this role.
8. Provide support to process, expense reports, travel logistics, and leadership team communications. (The leadership team consists of the CGM Vice Presidents and other members as assigned.)
9. Serve as a meeting scribe/transcript keeper as needed.
10. Help to filter and attend to the day-to-day functions that are part of the executive's role so that he/she can focus more closely on strategic activities and highest-level leadership requests.
11. Work well with the general staff of CGM and having a godly and pleasant personality. This is also critically important in working with external people (donors, city, civic, church, media leaders) and organizations who reach out to the President/organization.
12. Convey a passion for CGM and its efforts toward Christ-centered life transformation to individuals facing hunger, homelessness, and other challenges. Convey that same passion for our efforts to help young people avoid and overcome the cycle of poverty and despair.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the Statement of Faith of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. The ability to move and function in an office environment. Manual dexterity is required. May require ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in a business setting.
2. The person in this position frequently communicates with executives, donors and staff who have questions. She/he must be able to verbally exchange accurate information in these situations.
3. Ability to soundly analyze information, ability to visually review written information, ability to listen and verbally communicate by phone.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Minimum Associate Degree (2-year college diploma) or equivalent.
2. Bachelor's degree in any applicable discipline is preferred.
3. Prior experience in supporting an executive level leader is desired. This includes calendar management, correspondence, presentation creation, expense reporting, data analysis, meeting prep and logistics.
4. Intermediate level of proficiency in Microsoft Office applications (Word, Excel, Power Point) or Google Workspace.
5. Intermediate level proficiency in using the Internet and Intranet.
6. Must have excellent project management skills.
7. Excellent oral and written communication skills with the ability to express self effectively and concisely.
8. Needs strong organization skills, attention to detail and excellent time management skills.
9. Personal integrity is essential, as this position requires handling of sensitive information.
10. Team player who is organized, productive, and willing to take on new tasks as needed.
11. A positive outlook and good sense of humor are a plus.
12. Must pass both background and drug screening.

Date Created: 1/23/23

Kelly Wilson, Human Resources Director