



Global Scholars Executive Assistant

Position Description

Supervised by: President/CEO

Supervises: None

Status: Non-exempt, 30 hours/week

Location: Global Scholars Administrative Office,
Olathe, Kansas

POSITION SUMMARY

To advance the purpose of Global Scholars, the Executive Assistant will serve the CEO/President in ways that best help the CEO fulfill his responsibilities.

JOB RESPONSIBILITIES:

- **Calendar Management:** Scheduling appointments and trips
- **Travel Arrangements:** Flights, housing, and ground transportation
- **Expense Reports:** Submitting expenses for reimbursement
- **Communication Support:** Communication on behalf of the CEO with:
 - Major donors and potential major donors
 - Board members
 - Global Scholars Staff
 - Leadership of partnering organizations
- **Fund Development Support:**
 - Ensuring CEO has adequate tools and information to engage donors
 - Ensuring CEO's donor information is up to date in the ministry's CRM
 - Identifying annual donors for CEO to cultivate as major donors
- **Event Coordination:** Coordinating logistical elements of events, such as:
 - Board meetings (includes being present to take minutes)
 - Donor events

SKILLS AND EDUCATIONAL REQUIREMENTS:

- 5 years of relevant experience
- Bachelor's degree preferred, Associate's degree required
- Highly skilled in computer usage, specifically word processing, spreadsheet, and CRM applications in a cloud-based environment
- Experience in Macintosh environment helpful
- Detail oriented, highly organized and efficient

- Strong verbal and written communication skills
- 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

CHARACTER, PERSONAL TRAITS AND COMPETENCIES:

Trustworthy, follower of Christ growing in Christlikeness. Embrace the Statement of Faith and Purpose (Ends) of Global Scholars. Personal service orientation, seeking to serve the CEO by taking full responsibility for administrative tasks. Committed to doing work energetically and with excellence. Able to work well under pressure.

COMPENSATION: To be determined, relative to experience.

ACCOUNTABILITY AND EVALUATION: Performance evaluations are based on the fulfillment of the job description and the ability to annually affirm the Statement of Faith and Purpose (Ends) Statement.