

Christian Family Care Agency
3603 N. 7th Ave.
Phoenix, Arizona 85013
7/01/2010

Executive Assistant to the President

The regular hours for this position are Monday through Friday, 8:30a - 5:00p

The Executive Assistant supports the President in organization, project management, and administrative details, assuring efficient and effective office management for the President of CFCA.

- Manages President's calendar
- Manages Board meeting preparations; attends Board and Executive Committee meetings, generates minutes
- Assists President in planning, scheduling, and coordination of other meetings and appointments, including Management and All-Staff meetings; generates minutes and provide refreshments, as needed
- Manages projects given by President; assists President with research, as requested.
- Assists President in management/monitoring of accreditation, contracts, and staff reports.
- Assists in the preparation and editing of the Strategic plan and other important documents
- Handles logistics surrounding events, media, and speaking engagements
- Manages and oversees incoming communication to the office (mail, email, telephone, fax)
- Proofs, edits, and composes correspondence from the President, as requested
- Supports the President as needed to manage/monitor relationships with staff, donors, Board members, churches, committees, and other stakeholders
- Maintains office file organization system which enables location/retrieval in a quick and efficient manner

Education and Experience

This position requires a Bachelor's degree plus a minimum of ten years of related experience, including a minimum of five years experience assisting a senior executive, or an equivalent combination of education and experience. Non-profit experience is a plus. Social services experience is a plus.

Qualifications

- A personal relationship with Jesus Christ. Maintains a courteous, warm, Christ-like attitude in dealing with people within and outside of CFCA
- Passionate about the vision of CFCA
- Self-confident and able to make decisions without checking for approval
- Strong commitment to give priority and attention to the needs of the President
- Ability to maintain absolute confidentiality on sensitive issues
- Strong relationship skills: professional, courteous, friendly, etc.
- Proven excellent organizational skills
- Proven attention to detail
- Strong communication skills, written and verbal; must be clear in communications
- Ability to work quickly and effectively under pressure of deadlines/requests on short notice
- Creative and self-directing when faced with obstacles to task completion
- Proven proficiency with Microsoft Office programs and database management
- Ability to anticipate and solve problems while maintaining a calm and calming composure
- Resourceful when gathering information and doing research

The person in this position shall have exercised Christian convictions that demonstrate adherence to the CFCA statement of faith and must endeavor to govern all aspects of life in such a manner as to display conduct consistent with the CFCA statement of faith.

Please submit cover letter and resume to Lisa Costantino at lcostantino@cfcare.org.