

THE FRIENDS OF ISRAEL GOSPEL MINISTRY, INC.
POSITION DESCRIPTION

Position: Administrative Assistant to the Executive Director

Reports to: Executive Director

Purpose of the Position

The Administrative Assistant to the Executive Director performs a wide range of administrative and office duties in support of the executive director's and the organization's goals. Responsibilities include managing the Executive Director's schedule and communications, hosting internal events and board meetings, ordering office supplies for Headquarters, and other tasks in support of the Executive Director.

Position Qualifications

- ☐ Proficiency with secretarial and administrative skills
- ☐ Experience with computers and office software products, including Google Workspace, Microsoft Word, Excel, PowerPoint, and Adobe Acrobat
- ☐ Capable and pleasant in handling phone calls from a variety of sources, with a desire to assist others
- ☐ Good organizational and planning skills
- ☐ Able to accomplish tasks assigned with minimal supervision
- ☐ Demonstration of reasoned independent judgment and a desire to achieve personal and organizational growth
- ☐ Good interpersonal skills with the general public and fellow employees
- ☐ Comprehension and support of the mission and policies of The Friends of Israel
- ☐ Able to keep the confidentiality of the Executive Director's matters and communication
- ☐ Operates with professional skills in the responsibilities of the position

Position Responsibilities

- ☐ Manage the Executive Director's calendar and schedule appointments at their direction
 - ☐ Keep the Executive Director apprised of upcoming events
 - ☐ Assist in planning the Executive Director's travel
- ☐ Coordinate with other departments on behalf of the executive director
- ☐ Keep supporting documents for expense reports and submit them on time each month

- Answer and assist the Executive Director's incoming phone calls and mail
 - Filter phone calls for the Executive Director, assisting callers with their requests or inquiries whenever possible
 - Open the Executive Director's mail, filtering the mail to remove unimportant mail, and redirecting mail that others can handle
- Assist the Executive Director with his written correspondence, including typing, proofreading, printing, and sending correspondence
 - Handle the response to general email messages on behalf of the Executive Director
 - Send emails for the Executive Director as requested
- Assist in hosting events held at FOI Headquarters and designated external events, including planning, registration, and administration
 - Duties include answering inquiries, mailing event literature, registering participants, arranging food service, and coordinating event logistics with other departments and outside vendors
 - Arrange food service for Executive Director's events, including Advisory Council, FOI Board Meetings, the annual Christmas party/decorating, and other events as directed
 - Assist the Sr. Administrative Assistant with the FOI International Staff Conference, including planning the conference, developing the conference schedule, coordinating staff travel plans, procuring facilities, and planning food service with the approval of the Executive Director
- Manage and complete special projects for the executive director as requested
 - Keep the executive director apprised of the progress of each project
- Oversee the use of FOI facilities and office assignments as directed by the Executive Director
 - Coordinate the facility use of conference rooms and special events
- Track FOI Headquarters office supplies and manage the ordering of supplies and office furniture
- Maintain the Executive Director's files and all necessary files related to the position responsibilities, including kitchen supplies and copy paper
- Manage the weekly chapel schedule
- Maintain the Institute of Jewish Studies' archived transcripts and correspondence
- Assist the Senior Administrative Assistant
- Complete all other duties as directed by the executive director

Professional Training

The administrative assistant will maintain competency in the position through membership in an appropriate professional association and attendance at professional seminars.