



Evangelism Explosion International (EEI) is actively seeking a full-time Executive Assistant in our Arden, NC headquarters.

EEI is a ministry that partners with churches across the world to train people how to share their faith in Christ and how to bring people from unbelief to belief. We have a vision of “every nation equipping every people group and every age group to witness to every person” the Gospel of Jesus of Christ. All employees must join in this vision, our mission, and agree to our Statement of Faith.

The Executive Assistant performs a wide range of administrative and office support activities for the President/CEO to facilitate the efficient operation of the organization and serves as the Corporate Secretary.

Responsibilities:

- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues
- Manages and maintains President/CEO’s schedule, appointments, and travel arrangements
- Schedules and coordinates meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities, and recording and disseminating meeting minutes
- Gathers reports and prepares the Board Book for each of the quarterly Board of Directors meetings
- Organizes and attends four annual Board of Directors meetings
- Exercises considerable judgment and discretion in negotiations and contracts with vendors for events
- Answers, screens, and manages incoming calls
- Hosts visitors to the EEI headquarters
- Communicates and interacts directly with Board of Directors, Vice Presidents, staff, donors, and other stakeholders
- Answers inquiries and provides information via verbal and written communications
- Prepares, proofreads, and edits correspondences, communications, mailings, and other documents
- Files and retrieves documents and reference materials including the maintenance of official EEI files
- Maintains office equipment, supplies, and cleanliness of the President/CEO suite
- Participates in internal and external ministry meetings as directed by the President
- Travels 10-20% of each year as directed by the President/CEO
- Performs office cleaning tasks according to the cleaning schedule
- Other duties as assigned

Qualifications:

- Bachelor’s degree (B.A.) or equivalent and five years experience providing support at the executive level or equivalent combination of education and experience required
- Must have or be able to obtain a valid Passport for international travel

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail and advanced clerical skills
- Advanced written and verbal communication skills; ability to produce professional reports and correspondences free of grammatical, spelling, and punctuation errors
- Ability to work on complex projects with general direction and minimal guidance
- Strong organizational, problem-solving, and analytical skills
- Knowledge of office administration and procedures
- Professional appearance and demeanor
- Ability to manage a broad variety of projects simultaneously and work within deadlines
- Ability to work independently and as a member of various teams and committees
- Strong interpersonal skills
- Demonstrated creativity and flexibility
- Ability to effectively communicate with people at all levels and from various backgrounds
- Ability to maintain confidentiality
- Good judgment with the ability to make timely and sound decisions
- Commitment to excellence and high standards
- Proficient in relevant computer applications including Microsoft Office Suite, Desktop Publishing, Google Apps, and the internet; experience with Mac OS is preferred

Key Competencies:

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|----------------------------|----------------------------------|
| • Planning/Organizing | • Quality |
| • Analytical | • Organizational Support |
| • Dependability | • Oral and Written Communication |
| • Problem Solving/Judgment | • Professionalism |
| • Interpersonal Skills | • Diversity and Ethics |

Relationships:

- Maintains a healthy relationship with God and an exemplary Christian testimony
- Maintains a healthy relationship with family members (i.e., spouse and children as applicable)
- Functions as a responsible member in good standing of a local church
- Participates in the EE ministry in a local church
- Reports to the President/CEO
- Willing and able to cooperate with the leadership and policies of EE
- Relates well and communicates clearly with all EE staff and ministry contacts

Physical Demands and Work Environment:

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasionally required to lift/push light weights 25-50 pounds
- Specific vision abilities required for this job include close vision, distance vision, peripheral, depth, and ability to adjust or focus

- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- The noise level in the work environment usually is quiet

FLSA: This position is full-time, exempt, salary, Monday – Friday, occasional weekends for travel.

For more information, email hr@eeworks.org

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