

**Common Global Ministries Board  
of the  
Division of Overseas Ministries, Christian Church (Disciples of Christ)  
and the Wider Church Ministries, United Church of Christ**

**POSITION DESCRIPTION**

**Position:** Executive Assistant to the President  
**Department:** Office of the President  
**Location:** Indianapolis, Indiana  
**Reports to:** DOM President

**Primary Function**

Provides executive level support to the President of the Division of Overseas Ministries (DOM) along with general oversight of all administrative support functions within the President's office.

**Typical Duties and Responsibilities**

- Completes a broad variety of administrative tasks for the President, including taking minutes at meetings, managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for meetings.
- Initiates and manages effective and efficient systems, processes, and checklists to facilitate responsiveness to inquiries received in the President's office.
- Prioritizes competing needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Follows up on incoming matters addressed to the President, including those of a sensitive or confidential nature.
- Works effectively to keep the President well informed of upcoming commitments and responsibilities.
- Plans, coordinates, and ensures the President's schedule is followed and respected.
- Maintains receipts and records of the President's credit card charges for accurate submission to the Finance Department.
- Determines logistical requirements for meetings and makes lodging arrangements for participants.
- Facilitate appropriate engagement with technology infrastructure.
- Maintains office files.
- Serves as Notary Public.
- Tracks and prepare monthly calendar of DOM staff travel.
- Performs other duties as assigned by the President.

**Typical Duties and Responsibilities –Corporate Secretary**

- Oversees preparation and distribution of all advance materials for the DOM and Common Global Ministries Board meetings.
- Participates in the planning and administration, with counterpart in the Wider Church Ministries, of the Common Global Ministries Board meetings.

- Determines, in consultation with administrative staff to the president's office, logistical requirements for meetings and makes lodging arrangements for DOM board participants.
- Ensures that information on meeting arrangement is prepared and distributed to participants in a timely manner.
- Tracks terms of service of DOM Board members and committee assignments.
- Maintains current information for DOM board members, DOM nominating committee, and the General Nominating Committee.
- Prepares and distributes, in consultation with President, minutes for board meetings.

#### **Typical Duties and Responsibilities –Office Manager**

- Assists with the recruitment of support staff in consultation with the Executive and DOM President.
- Organizes support staff training.
- Tracks staff attendance and processes payroll.
- Update and distributes emergency procedures, monitors fire drills and weather alerts in cooperation with Christian Church Services and DOM President.
- Organizes DOM staff events and celebrations.
- Acts as liaison for DOM President with staff, maintaining good working relationships with staff throughout the organization, along with affiliated Disciples of Christ and Global Ministries partners, exercising good judgment and discretion.
- Assists with the orientation for new staff.
- Provides logistical support to the President with hiring of new staff.

#### **Knowledge, Skills and Abilities**

- Bachelor's degree in a related field or equivalent experience, plus five or more years' experience supporting executive leadership, preferably in a non-profit and/or faith-based organization.
- Ability to manage multiple priorities and diverse personalities.
- Sensitivity to work in diverse racial, ethnic, and cultural settings with commitment to diversity in the workplace.
- Professional demeanor, strong judgment, and interpersonal skills.
- Ability to provide exceptional internal and external customer service.
- Experience in planning and supporting on-site and off-site meetings.
- A well-organized and self-directed individual, with exceptional time management skills, including the ability to work under tight deadlines, prioritize and efficiently manage multiple, complex projects.
- Demonstrated ability to work collaboratively and collegially as well as independently, exercising initiative with appropriate follow through.
- Positive attitude with the ability to handle a variety of issues and personalities with tact and courtesy.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Demonstrated strong written and oral English language skills.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point).
- Ability to maintain confidential information with discretion.

Global Ministries is an equal opportunity employer.