

Executive Assistant

Position Description

Supervised by: National Field Director / Assistant to the Sr. VP & Director of Collegiate Ministries

Status: Ongoing / Exempt

Location: InterVarsity's National Service Center (NSC) – Madison, WI

To advance the purpose of InterVarsity, this position will provide support for the Cabinet member and his/her area of responsibility by assisting with achievement of the vision, serving as a liaison with audiences inside and outside of InterVarsity, and exercising discretion in overseeing implementation of policies and objectives.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Provide administrative leadership to the Cabinet member:

- Contribute to the effectiveness of the area and organization by:
 - Analyzing current department operating methods and proactively propose cost-saving and efficiency improvements to the Cabinet member
 - Monitoring projects, task forces, and committees, related to the department's goals, objectives, and mission
 - Working with other teams and leaders to accomplish InterVarsity objectives
 - Providing high level administrative support to other Leadership Team members, as needed
- Participate in and coordinate Leadership Team meetings including agenda development and logistics; develop follow-up reports and plans
- Exercise independent judgment in managing logistics, budgets, and hospitality for onsite and offsite meetings, programs, conferences, events and guests
- Assist in developing, monitoring and processing expense and credit card reports, financial reports, including the annual budget, to assure the accuracy of charges and manage spending within budget, including approving expense reports up to a limit established by the Cabinet member
- Act independently on behalf of the Cabinet member while serving as a liaison with various publics including other Cabinet members, leaders, staff directors, staff, donors, and students
- Manage proposals, and functional and special projects as requested
- Serve on organization-wide committees as requested or approved by the Cabinet member
- Design, organize, maintain, and archive a variety of complex schedules, paper and electronic files including confidential files, mailing lists, meeting minutes, and the Cabinet member's contacts, database, and major donor lists
- Follow guidelines established by the Cabinet member for prioritizing, organizing, and screening of incoming communications including email, voice mail, and postal mail
- Purchase and maintain an inventory of supplies, verifying orders and invoices against purchase requests
- Provide general office services including but not limited to faxing, copying, filing, answering phones, coordinating travel arrangements and itineraries, handling correspondence, email, and phone messages not requiring the Cabinet member's attention, and preparing other communication from notes and rough drafts
- Supervise part-time and temporary logistical, support, and/or project staff on behalf of the Cabinet member

Serve in a key communications liaison role

- Communicate with a wide variety of internal and external audiences, departments, and organizations on behalf of the Cabinet member and other members of the Leadership Team
- Be proactive in enhancing communication with leaders, other staff and students, as appropriate
- Draft and keep records of various forms of correspondence and communications on behalf of the Cabinet member and other members of the Leadership Team
- Expedite team-wide communication on behalf of the Cabinet member

Develop and maintain a funding base and prayer support

- Fundraise an agreed-upon amount (\$18,000 - \$34,000)
- Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with InterVarsity

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor's degree or equivalent education/experience
- Previous administrative experience strongly preferred
- Prior or current experience with InterVarsity as a staff member or student preferred
- Ability to handle sensitive information in a confidential manner
- Demonstrated ability and commitment to work in a diverse team environment
- Demonstrated commitment to dependability and maintaining a consistent presence in the office
- Project management skills, including the ability to monitor and coordinate a wide variety of reports
- Ability to take initiative and work independently with minimal amount of direct supervision
- Working knowledge of Microsoft applications, including Word, Excel, PowerPoint, Outlook, and Access
- Effective oral and written communication skills
- Ability to organize events, workflow, and the details involved and work under pressure of deadlines
- Availability to travel for business to local and out-of-town management meetings, including the triennial Urbana Student Missions Convention and National Staff Conference
- Open to learning new concepts, skills, and methods
- Willingness to raise a mutually agreed upon amount of personal support
- Ability to lift up to 35 pounds

Executive Assistant InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)