

## **Executive Office Administrator**

Executive Office  
Position Description

Supervised by: Executive Office Director  
Status: Full Time / Exempt  
Location: InterVarsity's National Service Center - Madison, WI

**To advance the purpose of InterVarsity, this position will** provide administrative support to the Executive Office Director in carrying out Executive Office functions for the President.

### **MAJOR RESPONSIBILITIES**

#### **Provide administrative assistance to the Executive Office Director and the President:**

- Design and maintain complex daily, monthly, and annual schedules for the President and Executive Office Director
- Strategically oversee the President's schedule for special events such as Urbana and National Staff Conference
- Make travel arrangements for the President, Executive Office Director and others, preparing itineraries with directions
- Coordinate meeting logistics including travel, housing, meal plans, etc.
- Organize, maintain and control a wide variety of paper and electronic files; i.e. confidential files, mailing lists, meeting minutes, etc.
- Develop and update the President's contacts, database, and MADRID (major donors) lists
- Manage assigned projects (e.g. research, overseeing requests for proposals, NSC Best Christian Workplaces Survey, VP annual performance reviews)
- Be fully acquainted with and ensure that all work meets the standards of the Board Policy Manual, Board By-Laws and Staff Handbook
- Act independently on behalf of the Executive Office Director and the President in designated areas of responsibility
- Provide hospitality for visitors and occasionally cover hospitality needs during visitor arrival and meetings
- Provide general office services (i.e. photocopying, faxing, etc.)
- Maintain an inventory of supplies and make purchases when needed; verify orders and invoices against purchase requests

#### **Plan and execute logistics for Board of Trustees meetings:**

- Oversee all logistical aspects of the Board meetings and New Trustee Orientation (coordinate meeting space, lodging, catering and transportation with the facility)
  - Ensure arrangements contribute to the efficiency and effectiveness of the work of the board matters
  - Work directly with third party conference or meeting professionals to secure suitable contracts for Board meetings
- Maintain communication with Board members, giving appropriate notice of all Board meetings and meeting arrangements
  - Obtain room counts and set ups, meal arrangements, shuttle and other local transportation services
- Ensure the highest possible level of excellence in the production and delivery of all Board materials and services

#### **Coordinate materials for Board meetings and New Trustee Orientation:**

- Coordinate with Cabinet members and the Executive Office in the preparation of documentation/materials pertaining to the various agendas and the Board meetings
- Assemble and distribute instructional and informational materials to new Trustees as directed by the VP of Operations, President and Chair

- Assemble and distribute the Board Book (documentation and agendas for Board meetings) to Trustees and officers

**Prepare and maintain Board Meeting records:**

- After each Board meeting, make revisions to the Board Standing Policy Manual based upon Board actions at the meeting
- Maintain the Board Reference Manual and make available at each Board meeting
- Maintain historical records
- Maintain records of attendance at Board meetings and reasons for absences; report these records in summary form periodically to the President and Chair
- Maintain an up-to-date Board Directory and distribute this to Trustees, officers and NSC personnel
- Send any materials from Board meetings to absent Trustees
- Annually obtain and file Trustees' signed Statements of Agreement

**Serve the President's Cabinet:**

- Schedule Cabinet meetings and individual meetings between the President and Cabinet members
- Coordinate Cabinet meeting logistics
- Communicate Cabinet matters to various constituent groups
- Occasionally attend Cabinet or national meetings as requested by the Executive Office Director

**Serve in a key communications role for the Executive Office Director and President:**

- Communicate with a wide variety of internal and external individuals and organizations on behalf of the Executive Office Director and President
- Draft various forms of correspondence and communications upon request
- Serve as liaison with various publics (both external and internal)
- Screen and route visitors, telephone calls and mail to the appropriate person
- Respond to voice mail and email inquiries
- Coordinate with Cabinet members' executive assistants

**Plan and execute logistics for Fall Leadership meetings:**

- Oversee all logistical aspects of the meetings (coordinate meeting space, lodging, catering and transportation with the facility)
- Maintain communication with Senior Leaders members, giving appropriate notice of the meetings and meeting arrangements
- Assemble and distribute any informational materials to attendees
- Assist the President and Executive Office Director during the meetings with logistical support
- Conduct an evaluation of the meetings as requested

**Enable the Executive Office to be a good steward of finances:**

- Authorize payment of Board meeting invoices
- Prepare and complete corporate resolutions
- Complete, verify and process expense reports and corporate credit card reports
- Develop and nurture a network of people who provide both prayer and financial support
- Communicate with donors at least four times per year

**Establish partnerships of care and service with InterVarsity staff:**

- Maintain open lines of communication with all staff
- Be a contributing member of the NSC community

**Maintain technical and professional growth and development:**

- Stay current with technical and professional growth and development programs which InterVarsity uses to support the above functions
- Attend workshops and classes as necessary

**QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent education/experience required
- Previous administrative experience strongly preferred
- Previous InterVarsity experience preferred
- Administrative and organizational skills
- Strong written and oral communication skills
- Ability to organize events, workflow, and the details involved and work under pressure of deadlines
- Project management skills, including the ability to monitor and coordinate a wide variety of reports; ability to prioritize and manage multiple tasks
- Ability to take initiative regularly and work independently as assigned
- Ability to treat people courteously and diplomatically and handle all information in a confidential manner
- Demonstrated ability and commitment to work in a diverse multiethnic team environment
- Willingness to raise a mutually agreed upon amount of personal support
- A working knowledge of Microsoft Software applications (Word, Excel, PowerPoint and Outlook) is required
- Open to learn new concepts, methods and skills
- Must be able to lift up to 35 pounds
- Flexible schedule and some travel required
- Willing to travel occasionally to local events in Madison and the triennial Urbana Student Missions Convention and National Staff Conference
- Willingness to travel to all Board Meetings and Nominating Committee meetings

# Executive Office Administrator 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)