

# JOB RESPONSIBILITIES

## **Job Title: Executive Assistant**

**Reports to:** Executive Director

**Date Created/Revised:** 06/04/2024

### **Position Summary:**

Assist Joshua Project's executive team with administrative tasks and organizational workflow. At the current time, this position would need to be filled by a volunteer or someone who would raise their own financial support.

**Essential Roles and Responsibilities** (dependent on skills of applicant and strategic needs of the organization. Could include tasks such as the following):

- Grant writing and reporting
- Communicate with financial supporters
- Maintain contact lists
- Organize events
- Draft emails and letters
- Package and ship print materials
- Take notes of meetings
- Data entry
- Schedule and organize travel for the executive team
- Participate in team and project meetings as deemed necessary
- Report monthly to supervisor with work activity and progress toward goals
- Learn and grow in understanding of global missions and the ethnic groups of the world
- Work on tasks and roles in line with organizational priorities as communicated through Joshua Project's Executive Director

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

- Writing and editing
- Familiarity with Microsoft Word
- Exceptional attention to detail and accuracy
- Highly organized
- Ability to multitask
- Strong time management skills
- Solid verbal and written communication skills
- Participate in additional work training as deemed appropriate
- Willingness to learn



**Qualifications:**

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Has the ability to work closely with a team and can set aside personal interests for what is best for the team.
- Can graciously submit to those in authority.
- Is age twenty-one or older.
- Has a GED, high school diploma, or equivalent outside the United States.
- Is legally able to work in the country of operation.
- Aligns with [Joshua Project's statement on marriage, gender, and sexuality](#).
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable.
- Shows evidence of good emotional, physical, financial, and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the [Lausanne Covenant](#), [World Evangelical Alliance statement of faith](#), and [Joshua Project's core values](#).
- Demonstrates relational skills to network with partners for raising salary (if necessary)
- Ability to work with ever-changing technology applications for internal processes and internal/external communications

**Minimum Physical Requirements:**

- The duties of this job frequently require the worker to sit for extended periods of time.
- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings

