

Executive Assistant to the President

Job Description

NYSUM'S Mission

The purpose of the Executive Assistant to the President is to support the President in order to see NYSUM's ministry develop and grow and to support and implement the policies and procedures of our ministry as we Serve Pastors and Churches in NYC and outside the city.

Core Objectives

- Under the President, collaborates with the Finance Office and Department Directors to help implement the goals and long-term objectives of the President
- To correspond with and to ensure that the Finance Committee and Board of Directors of any meetings, phone calls, and such
- Maintains the President's Office is organized, neat, clean, and always prepared to receive guests, donors, staff, and such
- Ensures all files of the President and confidential files of the ministry are current
- Sets strategic goals with the President for more effective operational efficiency with increased effectiveness of NYSUM
- Analyze current operational processes and performance, recommending to the President effective solutions for improvements where necessary

Responsibilities

1. Reports to the President and supports all department, directors policies, and procedures of NYSUM
2. Is a multi-task person and able to implement with proficiencies
3. Maintains the Presidents Calendar but not limited: meetings, travel schedule, board meetings, departmental meetings, and such
4. Is responsible for but not limited to Annual governmental required filings
5. Joins the President in attending the weekly finance meeting with our Accounting Firm to help implement projections
6. Joins the President & the Department Directors when Department Meetings are called, takes notes of the meeting(s), and circulates the minutes to all attendees
7. Cooperates in helping to implement NYSUM'S already established purposes and policies in a positive way.
8. Serves during Emergency Situations
9. Attends Staff Meetings & weekly Prayer Meetings

10. Supports, adheres, and agrees to the NYSUM Staff Handbook
11. A 90-day review from the start date
12. Special Events: Serves at the President's request during such times:
 - Seminars, Banquets, Fund Raising Events, Selected Weekend Outreaches
13. Maintains accurate and correct records in conjunction with the finance Department
14. Under the President's supervision, oversees HR such as: facilitates potential hires to Department Directors, supplies Directors with updated applications, and maintains the current employee handbook
15. Provides effective solutions to problems, challenges, and issues the ministry faces
16. Position requires the strictest loyalty and confidentiality maintained between the Executive Assistant and the President
17. Maintains good and accurate file system and recordkeeping online and in the office

Preferred skills and qualifications

- Bachelor's degree (or equivalent) in years of experience in Administration
- Strong working knowledge and experience in (ex: EXCEL, WORD, POWER POINT)
- **Benefits & Financial Package:**
 - A. Competitive Annual Salary based on skill and experience
 - B. 403B Retirement Plan
 - C. COLA
 - D. Sick Days & Paid Holidays