



Position Description

Role Title: Executive Administrator, Presidential & Corporate Affairs

Position Overview and Purpose:

The Executive Administrator (EA) role exists to provide confidential, high level support to the President, the Office of the president and the related Corporate Affairs. The person in this position significantly contributes to building and enhancing the Fellowship's culture, and engages with all levels of personnel, internally and externally. The EA further ensures the efficient and effective flow of the tasks and responsibilities of the Office of the president; retains an overview of all that's taking place; prioritizes and takes action on the immediate; organizes, relays and reviews follow-up items with the President, obtains direction and then manages and executes to the finish.

The combination of administrative and clerical tasks demands a stalwart individual who: aligns with the Fellowship's purpose and values, is high capacity, takes initiative, enjoys doing a variety of tasks, and is well organized and detailed oriented.

Relationships:

- Reports to: President and CEO
- Direct Reports: None
- Internal Relationships: National Leadership Team
National Leadership Council
National Resource Centre Personnel
All staff
- External Relationships: Board of Directors
Corporation Members
InterVarsity USA Executive Administrator
Donors
Ministry Partners & Contacts

Key Responsibilities:

Personal Development & Ministry

- Be a growing and developing disciple of Jesus Christ
- Adheres to and annually affirms InterVarsity's Statement of Agreement
- Develops areas of expertise related to job assignment
- Be a life-long learner who values the discipleship of mind, body and spirit
- Maintains active involvement in a local church
- Achieves and maintains personal fundraising targets

Administrative and Clerical

- Efficiently manages and coordinates the President's business and personal calendars
- Processes and appropriately actions incoming phone calls, emails, snail mail and information received via other electronic communication platforms (i.e. MS Teams, Zoom etc.) or means

- ❑ Establishes and manages various communication schedules – e.g. Prayer Letter, National Leadership Team (NLT), National Leadership Council (NLC), All-staff Video Conference calls, other electronic meeting schedules etc.
- ❑ Prepares correspondence, presentations, reports, minutes and related materials
- ❑ Arranges meetings, prepares agendas, notifies attendees and takes minutes (includes NLT/NLC)
- ❑ Maintains, manages and updates all communication lists and contact information
- ❑ Develops and maintains confidential filing systems, communication and reporting systems – manual and electronic
- ❑ Books meetings with donors, staff, Board members, community and constituency members
- ❑ Prepares expense reports and timely reconciles to Accounting with supporting documentation
- ❑ Arranges and books business travel, rental cars, meeting rooms etc. as required

Board and Corporate Affairs, Special Projects & Assignments

- ❑ Coordinates, plans and services the operations of Board meetings (minimum four/year, plus General Meetings and Corporation meetings etc.)
- ❑ Prepares materials, meeting announcements, agendas, board books, name tags, minutes etc.
- ❑ Liaises appropriately with Board Committees and Chair
- ❑ Assists President in preparing for the annual Presidential Review by the Presidential Review Committee
- ❑ Attains required signatures and secures documents and financial statements accordingly
- ❑ Manages, updates and continually improves the system of Corporation membership
- ❑ Develops and implements key projects as identified and assigned by President
- ❑ Provides personal assistance and support to President as required

Key Outcomes:

- ❑ President and President's Office (PO) are organized, professional and well supported
- ❑ President is well briefed and prepared for meetings and events
- ❑ Schedules are well managed and communication from the PO is excellent, timely and accurate
- ❑ Interactions and exchanges with constituents, staff, Board of Directors, Corporation members and the general public are professional, personable and appropriate
- ❑ Board of Directors and Corporation are well served and well informed of the Fellowship and its operations

Qualifications:

Ministry Specific

- ❑ Personal relationship with Jesus Christ with clear evidence of growth as a disciple
- ❑ Understanding of InterVarsity's purpose and mission with a strong desire and commitment to advancing the Fellowship's goals

Communication

- ❑ Excellent relationship management skills
- ❑ Outstanding interpersonal and communication skills

Knowledge, Skills and Abilities

- ❑ Strong oral and written English communication ability
- ❑ Excellent time management skills with ability to flex in a dynamic, fast-paced environment
- ❑ Superior time management, planning and organizational skills
- ❑ Strong problem solving and analytical skills with ability to distill information quickly and provide succinct overviews and summaries
- ❑ Ability to handle sensitive information, respect and adhere to confidentiality

- ❑ Detail oriented, proactive with good ability to anticipate executive's needs
- ❑ Strong conflict resolution skills with ability to de-escalate and neutralize conversations
- ❑ Proven ability to work collaboratively and effectively with executives, leadership teams, board members, members of the business and Church communities, and staff at all levels
- ❑ Highly productive, capable of managing a high volume of work amid competing priorities
- ❑ Flexible, can easily adjust to dynamic, sometimes challenging deadlines
- ❑ Proactive, interdependent, self-starter with a positive attitude and a commitment to improvement
- ❑ Ability to travel off site and/or out of province for up to 5 days, 2 to 3 times per year

Education/ Experience

- ❑ Post-secondary degree or equivalent
- ❑ Minimum 10 years' experience in a senior administrative capacity, inclusive of Board support responsibilities
- ❑ Demonstrated advanced skills in MS Office (Outlook, Word, Excel, PowerPoint, Access)
- ❑ Minimum typing speed of 60 WPM
- ❑ Excellent editing and proof-reading skills

Other

- ❑ While there is some flexible to work from home occasionally, must be able to work in-person, on site as required

Position Level: 6

Compensation range: per salary scale