



**Job title** *Office Administration / Executive Assistant*

**Reports to** *Divisional Leader, Operations*

#### **Job purpose**

The purpose of this position is to provide administrative support and constancy in U.S Headquarter Operations; and act as Executive Assistant to the U.S National Director.

#### **Duties and responsibilities**

The primary job duties and responsibilities include, but are not limited to:

- Recruit and develop U.S office Dream Team members
- Complete Maximum CEO training
- Have / Obtain and maintain mastery of QuickBooks, and MS Excel
- Maintain and keep current CLUB1040 QuickBooks
- Maintain and keep current CLUB1040 and Missionary Database
- Act as Executive Assistant to the National Director
- Maintain abbreviated office hours, answer and route calls, route and prioritize incoming correspondence to appropriate Divisional Leader
- Coordinate, communicate, and track Dream Team member's volunteer opportunities and hours.
- Manage "Master Calendar" to coordinate CLUB1040 events

#### **Qualifications**

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills, superior organizational and task management skills, ability to work independently with minimal supervision, and a commitment to excellence.

Qualifications include:

- B.S. / B.A. Preferred.
- Understanding of General Office Administration
- Proficient in MS Office, Intuit Quickbooks
- Experienced in project and multiple task management

#### **Working conditions**

Office and computer work / Incoming and Outgoing phone calls / Mail processing.

#### **Physical requirements**

Sitting at a computer for extended periods of time, receiving deliveries – sometimes boxes of printed material weighing in excess of 25 lbs.

#### **Direct reports**

Coordinate and direct the efforts of Dream Team volunteer office staff.

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**Approved by:** *Divisional Leader, Missions Outreach*

**Date approved:** *July 11, 2016*

**Reviewed:** *July 11, 2016*