

Executive Administrative Assistant

Summary

This position will provide executive level administrative support to the Director of Communications, including presentation preparation and response letter writing as needed.

Essential Duties and Responsibilities

- Provide administrative support such as meeting/calendar management, phone call coverage, PO/invoice and other paperwork processing.
- Assist with BWM Monthly Partner Letter: scripture check, format letter in NDesign software, work with Marketing Dept. and outside printer to upload files.
- Provide executive level administrative support such as PowerPoint presentations, letter writing, meeting planning, travel arrangements, etc.
- Assist in writing and proofing responses letters under the Director's supervision (both print and electronic).
- Assist Director with media interview scheduling and follow-up.
- Assists with related special projects as needed.
- Performs other duties as assigned by the Director.

Key Attributes

- Bachelor's degree (B.A.) or equivalent.
- Two to four years related experience.
- Commitment to excellence and high standards.
- Excellent written and oral communication skills.
- Strong organizational and problem-solving skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proficient on Microsoft Office Suite.
- Proven ability to meet deadlines.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement.
- Creative, flexible, and innovative team player.
- Passion, enthusiasm, focused, creativity, and a positive outlook.