



Assistant to the President Job Description

Summary: To assist the President in communication, travel, schedule and special projects.

Responsibilities:

1. Make appointments and phone calls for the President
2. Set-up travel arrangements.
3. Complete projects assigned by the President especially in Leadership, Recruitment, Partnership and Advancement.
4. Produce and manage President's correspondence as directed.
5. With President's oversight, keep his calendar.
6. Speak and write for the President.
7. Interact lovingly and tenaciously with influential leaders worldwide.
8. Coordinate the President's office with all the departments of DCPI.
9. Prepare reports and documents as required.
10. Experience the DCPI ministry and take a mission trip.
11. Get approval from the President on all tasks related to the President's Office.

Products:

1. Calendar appointments and keep calendar accurate.
2. Travel Arrangements and Trip Books.
3. Mail and Email.
4. Plans, reports and documents.

Accountability: President

Authority: Manager of the Special Projects Assistant

Subordinates : Special Projects Assistant