



Office Administrator and Executive Assistant Job Description

Summary:

Manage office administration and procedures to ensure organizational effectiveness and efficiency.

Energetic professional who doesn't mind wearing multiple hats. Experience handling a wide range of administrative and executive support related tasks. Able to work independently with little or no supervision, well organized, and flexible. This person must enjoy the administrative challenges of supporting a world impact Christian Mission.

This position is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office volunteer staff coordination and task delegation.

This is an hourly staff position of 24 hours a week

Skills:

1. Proven office management, administrative or assistant experience.
2. Knowledge of office management responsibilities, systems and procedures.
3. Excellent time management skills and ability to multi-task and prioritize work.
4. Attention to detail and problem solving skills.
5. Excellent written and verbal communication skills.
6. Strong organizational and event planning skills.
7. Proficient in MS Office & Google drive suite of products.
8. Passion for serving international Christian Church Planting Leaders.

Responsibilities:

1. Manage the office organization and administrative functions.
2. Participate actively in the planning and execution of DCPI events such as: World Zone Leader Gatherings (WZLG), Board Meetings (BOD), DCPI Leadership Summits hosted by Global, Donor Briefings and other various events. May involve use of personal vehicle to obtain supplies or set up venues.
3. Provide general support to visitors.

4. Organize and develop office procedures and policies that guide the operation of the office.
5. Manage office facilities and equipment needs and maintain office supplies inventory.
6. Point person for maintenance, mailing, shipping, supplies, equipment, and errands.
7. Manage relationships, contracts and price negotiations with vendors, service providers and landlord.
8. Organize office calendar, schedule meetings and appointments as needed.
9. Assign and monitor clerical, administrative and secretarial responsibilities and tasks among volunteer and office help.
10. Ensure filing systems are maintained and current establishing and monitoring procedures for record keeping
11. Provide administrative support to the Executive Vice President.
12. Manage headquarters schedules, calendars and appointments.
13. Other tasks needed to fulfill job responsibilities.

Products:

1. Corporate DCPI Calendar
2. Executive VP Calendar
3. Staff Vacation Calendar
4. Oceanside office Facilities to include working internet and needed office equipment
5. DCPI Global Battle Rhythm Database
6. GVS, WZL, BOD booklet production and support materials and logistics
7. DCPI Wiki - updates with EVP
8. Standard Operating Procedures catalog
9. Official DCPI letters of invitation to international staff invited to come to the USA

Authority:

1. Manage Budget and cash flow assigned to the office
2. Set office policy and procedures with approval of Executive VP
3. Review and approve office supply acquisitions
4. Supervise office staff & volunteers

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Accountability: Executive Vice President