



American Baptist Churches USA

American Baptist Churches is one of the most diverse Christian denominations today, with over 5,200 local congregations comprised of 1.3 million members across the United States and Puerto Rico.

Join a vibrant ministry that is helping people
serve as the Hands and Feet of Christ

Executive Assistant

Role and Responsibilities: Assist the Associate General Secretary of Mission Resource Development in office administration/management, including calendar coordination, travel arrangements, management of files, correspondence, telephone contact, follow-up, expense vouchers, and ongoing office functions. Edit and proofread all ABCUSA resources and publications for clarity, consistency, grammar/language/spelling, ABCUSA terminology/programs. Work with artists and printers for full production of materials. Coordinate/attend MRD meetings/ special events, including site inspections, arrangements for conference facilities, hotel accommodations, meal functions, agenda and distribution of materials, recording/distribution of minutes, follow-up correspondence/reports. Enhances executive's effectiveness by providing information management support; representing the executive to others. Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications. Serve as back-up to Web Manager, using skills in the Word Press website program to maintain the ABCUSA website and post press releases. Utilize photography skills for website and publicity purposes. Works in a team with all MRD staff members in order to complete the work of MRD.

Education and Experience: Business School or equivalent related work experience. Ability to work independently. Proficiency in MS Office products. Excellent communication and organizational skills. Must be detail oriented. Familiarity with managing budgets and finance. High respect for confidentiality, sensitivity to person's needs/concerns is essential. Experience in managing a business office including knowledge of ABC structure/history/programs/terminology, administrative skills, relational skills, office equipment. Ability to work and relate with other people in a variety of locations on a national level. Knowledge of website software and instructions for posting press releases, or proven ability to learn various computer software programs.

Compensation: Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental & vision) and paid time off (vacation, sick leave and holidays).

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: jobs@abc-usa.org.

This posting will close on July 25, 2014

American Baptist Churches USA is an equal opportunity employer.
