

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization, is currently seeking applicants for the following position

Executive Assistant to the President

We are a faith-based organization, Empowering Children and Families to experience the transforming love of Christ through (w)holistic care.

SUMMARY

This position shall assist the President/CEO of the Florida United Methodist Children's Home in the administration and management of the President's office.

EDUCATION AND/OR EXPERIENCE

- High School graduate minimum
- College graduate in business or related area is preferred
- Four years administrative experience or equivalent combination of education and experience.

QUALIFICATIONS

- A natural leader who can get things done.
- Will be personable, reliable and the epitome of diplomacy and professionalism.
- The Executive Assistant takes an active interest in the success of the company and acts as a support to the CEO.
- Serves as a liaison between the CEO and management personnel, their assistants, board members, and other associates.
- This position functions independently and executes a variety of routine and complex administrative duties in support of the day-to-day operations of the CEO.
- Proactively monitors executive's schedules to identify conflicts and reach out for input/resolution before time or priority conflicts occur.
- The Executive Assistant will have proven ability to exercise considerable discretion and independent judgment when making decisions and interacting with associates, clients, Board of Trustees, and others.
- May require hours outside of regular business hours to accommodate business needs.
- Must be able to communicate effectively, verbally and in writing, using the English language.
- Must be proficient in Microsoft Office Suite, including Word, Excel, PowerPoint and other Microsoft software programs.
- Experience in Blackbaud Raiser's Edge preferred.
- Possess the relationship skills necessary to work effectively with internal and external associates at all levels.
- Possess strong multi-tasking, problem solving and organizational skills.
- Possess strong written and verbal communication skills, along with propensity for high attention to detail.
- Possess extensive knowledge of administrative support procedures and general office equipment.
- Have sensitivity to the service population's cultural and socioeconomic characteristics.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Driver License
- Florida Licensed Notary Public

PRIMARY DUTIES AND RESPONSIBILITIES

- In the absence of the President/ CEO, shall continue the general work of the President/ CEO's office following instructions and known duties as assigned so that upon the return of the President/ CEO, the work of the office will have continued uninterrupted.
- Responsible for providing a wide range of administrative support to the President/ CEO, including composing correspondence, preparing reports, answering phones and screening calls, making appointments.
- Maintains executive calendar and contacts.
- Administers the department budget.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org

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- Responsible for performing general administrative functions such as maintaining files, sorting and distributing mail, operating general office equipment and ordering supplies.
- Schedules appointments, arranges meetings and coordinates travel arrangements.
- Manages incoming information and requests from internal and external sources.
- Attends Board of Trustees and Committee meetings as directed.
- Takes and records all minutes of committees and the Board meetings.
- Assists Board members as needed.
- Manages BoardPaq web portal site - the web based program used by the Board of Trustees, for their meetings.

SECONDARY DUTIES AND RESPONSIBILITIES

- Works with Volunteer Coordinator to order meals, refreshments and snacks for meetings held in the President/ CEO's office, as well as for Board of Trustees and Committee meetings.
- Coordinates retreats, meetings and other events as directed by the President / CEO.
- Prepares and distributes birthday cards to residents, staff and board members from the President/ CEO.
- Provides guidance to and acts as authoritative source for others within the same skill set.
- Handles the processing of campus Retreat housing for RCCS's.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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