

**Position Title:** Executive Assistant  
**Department:** Administration  
**Classification:** P/T  
**Hours:** up to 29 hours per week, 8:30am - 3:30pm daily (negotiable)  
**Rate of Pay:** \$15-\$16 per hour, commensurate with experience.

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## **POSITION SUMMARY**

Under the general supervision of the Executive Director (ExD), this position provides administrative support to the ExD, including general office operations, events, and donor management.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

### 1) Executive Director Assistance

- Preparing staff agendas.
- Executing multiple, varied projects.
- Assembling and maintaining Board Member Binders.
- Prepare cards and thank you lists.
- Scheduling fundraising and networking appointments.
- Calendaring for the ExD and organization.
- Occasionally attending meetings in ExD absence.
- Keeping track of donor information such as birthdays/anniversaries and memorials.
- Keeping copious notes.
- Booking travel, purchasing items for meetings, tracking receipts.
- Keeping staff files current.
- Acting as a gatekeeper for ExD, protecting time and focus.
- Overseeing and collaborating on communications and newsletters.
- Assisting with grants and reporting.

### 2) Events

- Host fundraisers (i.e. luncheons at CLC; coordinate refreshments/lunch, seating arrangements, decorations, print media, etc.)
- PR work with radio/TV/Social Media - helping publicize events, ministry highlights and YFC news.

### 3) Office Management

- Take on projects (i.e. scheduling office maintenance, researching purchasing options and vendors, etc.)
- Help train new admin staff, overseeing general operations as assigned.
- Troubleshoot and putting out fires impacting ExD.
- Insure that annual YFC Chartering requirements are completed in a timely manner.

## **General Staff Expectations:**

- Maintain a vital and growing personal relationship with Jesus Christ and demonstrate that relationship through a morally upstanding lifestyle that is in keeping with biblical principles (see YFC Lifestyle Standards).

- Maintain good attendance and agreed upon work schedule, communicating variations in advance.
- Attend staff meetings.
- Participate in every “all-staff” ministry or fundraising event unless excused by the ExD.
- Demonstrate involvement in a local church through regular attendance, relationships with other members and participation in ministry programs and events.
- Fully embrace the Youth for Christ vision and mission, and fully support the statement of faith (see below).

## **SPIRITUAL RESPONSIBILITIES**

Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.

As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:

- Seek God’s guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives.
- Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC.
- Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events.

Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA. As such, the following additional responsibilities of a spiritual nature will apply to this position:

- Perform sacramental functions such as the taking of communion and leading times of corporate prayer, confession and praise.
- Perform and lead religious ceremonies such as weddings, baptism and funerals when called upon by staff and other members of the YFC community.

## **KNOWLEDGE, ABILITIES AND MINIMUM REQUIREMENTS**

- College coursework, Associates or BA Degree preferred but not required.
- Professional experience in a related field preferred.
- Excellent verbal and written English communication skills.
- Ability to work independently with minimal supervision.
- Excellent organizational skills.
- Ability to maintain confidentiality of sensitive organization and employee information.
- Working knowledge of and ability to use Windows and Microsoft Office program suite, Salesforce, GSuite (Gmail, Drive, Docs, Sheets, etc), Box, and other online applications.
- Experience with various social media platforms.

- Portions of this job will require the employee to sit and work at a computer for extended periods of time, and use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop down or kneel. The employee may be required to lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff and volunteers.
- Spiritual gifts of value would be **helps, administration, and hospitality.**

### **WORKING RELATIONSHIPS**

- Responsible directly to: Executive Director
  - Supervises: Administrative staff as assigned.
  - Interacts directly with: All F/M YFC staff, volunteers, board members and chapter constituents.
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### **Vision**

As a part of the body of Christ, the vision of Youth for Christ is to see every young person in every people group in every nation have the opportunity to make an informed decision to be a follower of Jesus Christ and to become a part of a local church.

### **Mission**

YFC reaches young people everywhere, working together with the local church and other likeminded partners to raise up lifelong followers of Jesus who lead by their godliness in lifestyle, devotion to the Word of God and prayer, passion for sharing the love of Christ and commitment to social involvement.

### **Statement of Faith**

1. We believe the Bible to be the inspired, the infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.
4. We believe that the salvation of lost and sinful people is by the grace of God through faith and the shed blood of the Lord Jesus and that regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of all believers.

**To Apply:**

For full consideration email your completed employment application, resume and cover letter to **jameson@yfcnow.org**. Please include the name, title and phone number of three references we may contact. An interview may be arranged after your file is complete.

If you have questions regarding this position please contact Jameson White, jameson@yfcnow.org, 559.237.4741

**Sample Weekly Actions:**

- Make appointments with up to 10 donors per week at pre-set schedule times at predetermined locations. This will be a major part of the job.
- Print top donors lists of various kinds (past year, year end, past week, over \$500)
- Prepare call list for ExD to call these donors weekly
- Prepare thank you card envelopes as appropriate for donors; track record of cards sent and calls made in SF
- Prepare donor folders with appropriate display materials
- Become familiar with donors so that you can make ExD aware of donor anniversaries, birthdays, other life events; reminding ExD of past conversations and donations, etc.
- Help ExD keep a clean desk.
- Act as gatekeeper for ExD.

**Sample Monthly Actions:**

- Oversee monthly mailings done by Communications Assistant
- Help with monthly board and staff meeting processes (binders, email reminders, agendas).
- Assist ExD in preparing materials.
- Possibly attend board meetings with ExD.
- Oversee / help create special mailings as needed.