

MB Foundation
Job Description

JOB TITLE: Administrative Assistant

SUMMARY

The Administrative Assistant will report to the COO and provide administrative support to the COO and as needed the Operations Team, in the following ways:

ESSENTIAL FUNCTIONS

1. Assist COO and the Operations Team in the best possible way including correspondence, scheduling meetings, filing, documentation, and coordinating travel arrangements.
2. Serve as the primary point of initial contact on matters pertaining to the COO.
3. Carry out administrative duties such as typing, copying, binding, scanning, etc.
4. Proofread and edit printed and electronic materials as directed.
5. Prepare regularly scheduled reports and presentations.
6. Reply to email, telephone or face to face inquiries.
7. Help create and maintain an Operations and Procedures Manual.
8. Maintain employee records including time off requests for vacation and sick leave.
9. Be the point of contact for staff regarding health benefits, enrollments and terminations.
10. Responsible for other HR functions to include intake, termination, cobra, and keeping online service with payroll provider current.
11. Maintain physical and electronic files, databases, and contact lists.
12. Manage the Facility Use reservation system.
13. Manage all office supplies and office equipment, working with various vendors as needed.
14. Responsible to take accurate notes at various meetings and distribute such notes.
15. Assist to streamline administrative systems and help prioritize work assignments for COO.
16. Aid and represent the COO, as appropriate, in communicating internally and externally.
17. As needed, serve as back-up to the Administrative Assistant to the President/CEO.
18. Work with other team members to further the ministry of MB Foundation.
19. Coordinate events or functions, occasionally outside of regular business hours.
20. All other duties deemed necessary.

REQUIREMENTS

1. A Christian faith with a growing commitment to Biblical Stewardship.
2. AA in Business, Communications, Human Resources or related field, College Degree a plus.
3. Three or more years of experience in providing high-level administrative support to executives is optimal.
4. Organized and detail-oriented with a high degree of accuracy.
5. Ability to handle sensitive information and maintain confidentiality and discretion at all times
6. Demonstrate ability to prioritize conflicting needs while handling matters expeditiously, proactively, and following through on projects to a successful completion.
7. Strong verbal and written English communication skills.
8. Experience with creating drafts, editing, proofreading, creating briefings or talking points, preparing correspondence, developing meeting materials, and presentations.

9. Ability to consistently apply good judgment and make good decisions.
10. Demonstrate excellence at quantitative analysis to create insight and support results.
11. A problem solver who is action-oriented and results-focused.
12. Experience with domestic business travel arrangements, coordinating meetings and tracking credit card and other expenses.
13. Ability to work in a fast-paced and sometimes unpredictable environment; works well under pressure and tight deadlines.
14. Proficient in MS Office.
15. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
16. Strong interpersonal skills and a collaborative mindset.
17. Ability and experience working with high profile individuals.
18. The candidate must be able to affirm the USMB Confession of Faith and be committed to the ministry of stewardship.

OTHER ATTRIBUTES

A self-starter with sound judgement and good decision-making skills. Enthusiasm to learn, hunger to grow as a learner, and the drive to make a difference. A critical thinker who is flexible and patient. A professional attitude that is also positive and tenacious. Confidently works both independently and collaboratively. Resourceful and equipped with relationship-building skills. Accepts responsibility for actions and follows through on commitments, and yet asks questions and shares risks as necessary. Commits to the ministry's mission and values.

GENERAL INFORMATION

• Full-time Non-Exempt position • Standard office hours are 8am to 5pm M-F, but may occasionally require additional work outside of those hours depending on the project • Must be accessible via email/phone when off-site • Competitive salary and full benefits package •

HOW TO APPLY

To apply, email your resume to Thalydier@mbfoundation.com. Please review the USMB Confession of Faith for agreement at <https://mbfoundation.com/mbconfessionoffaith>.