



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

POSTION SUMMARY

The Administrative Assistant's primary role is to support the President & CEO of MB Foundation. The individual will assist with daily tasks as well as a variety of projects, events and other responsibilities. The Administrative Assistant will also establish a warm and professional environment, hosting guests by phone and face to face. To best serve in this role, the position will require a comprehensive understanding of the goals, values and needs of both the ministry and the President & CEO.

ESSENTIAL FUNCTIONS

- Assist with scheduling and coordinating staff meetings.
- Manage calendar, schedule meetings, and assist with travel arrangements.
- Assist with project management and take on special projects.
- File and organize electronic and paper documents as requested.
- Maintain President's client & prospect list and Outlook contacts.
- Prepare reports and documents; order resources.
- Oversee incoming mail during travel, vacation, etc.
- Take notes during meetings as needed.
- Be the point of contact between the President and others (internal and external) as requested.
- Prepare and mail letters to clients, draft internal communication.
- Communicate with the Board of Directors; thoroughly prepare for semiannual board meetings.
- Maintain board minutes, both electronically and in the fireproof safe.
- Maintain record of board terms, contact information, and involvement on committees.
- Prepare President's activity report for board meetings, and take minutes during board meetings.
- Coordinate and host events.
- Manage multiline phone system, greet walk in customers, and host guests well; maintain a clean work area.
- Monitor general email (info@mbf) and voicemail for general mailbox; screen calls for all staff.
- Manage scheduling of conference rooms and shared equipment.
- Provide updates for CRM to necessary staff; review monthly bank reconciliation for MB Loan Fund.
- Work with other team members to further the ministry of MB Foundation.
- All other duties deemed necessary.

REQUIREMENTS

- Bachelor's degree or equivalent work experience.
- Three or more years of experience in providing high-level administrative support to executives is preferred.
- Attention to detail, capable of multi-tasking, assertive and confident; a genuine 'buy-in' to the ministry.
- Maintain confidentiality, both internally with staff, and externally with client information.
- Strong interpersonal and communication skills (verbal, nonverbal, written); ability to work in teams and with clients.
- Pleasant and professional demeanor; exhibits strengths in service and administration.
- Understand the finance industry, as well as non-profits.
- Organized and detail-oriented, completing tasks in a timely manner with precision and a high degree of accuracy.
- Ability to handle sensitive information and maintain confidentiality and discretion at all times.
- Experience with creating drafts, editing, proofreading and finalizing documents in multiple formats.
- Ability to consistently apply good judgement and make conscious decisions.
- Proficient in Microsoft Office and an aptitude to learn customized software applications.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

APPLICATION

To apply, email your resume to hrdepartment@mbfoundation.com.

Visit www.mbfoundation.com/employment for more information and to review the USMB Confession of Faith.