



Youth Investment Foundation / Timber Bay

Job Title:	Executive Assistant	Funding:	Non-Support Raise
Position Category:	Administrative	Classification:	Non-Exempt Admin White Collar
Location:	Timber Bay Central Services 1364 Hamel Rd, Medina MN 55340 with some remote	Travel Required:	Some Travel Required
Pay Range: Salary or Hourly	\$20-30/hr.	Position Type:	Full-time 30-40hrs per week
Reports To:	President	Date Posted:	Current
Assigned Trainer / Coach:	President & Board Members	Posting Expires:	10/01/2022

Internal Posting URL:	https://timberbay.org/jobs-volunteering/
------------------------------	---

Applications Accepted By:	
FAX OR EMAIL: 763.478.0501 or admin@timberbay.org Subject Line: Interested in Executive Assistant Position	MAIL: Youth Investment Foundation / Timber Bay Attn: Recruiting 1364 Hamel Rd Medina, MN 55340

Job Description
<p>PURPOSE OF ORGANIZATION</p> <p>Timber Bay exists to bring the hope and love of Jesus Christ to youth.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Executive Assistant is key to accomplishing our purpose and will honor Jesus Christ with professionals in the community. A professional approach to Timber Bay means relating to youth, staff, donors, and stakeholders in love, with objectivity, a moral ethic, and confidentiality. The Executive Assistant provides administrative project management support for the President of Timber Bay and supports the work of the Board of Directors. Responsibilities of the Executive Assistant focus in these areas:</p> <ul style="list-style-type: none"> • Serve as the Executive Assistant to the President of Timber Bay/ Youth Investment Foundation (YIF) with the highest levels of performance and professionalism • Manage the schedules and communications for the Office of the President of YIF • Provide support to the President and Board as needed for meetings and advisory council meetings • Work as a team member with our Central Services team

Specific responsibilities can include:

1. Preparing Board meeting materials, presentations, and other work that advances the mission of YIF
2. Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the President's behalf
3. Organize and maintain comprehensive files and accurate records for the president
4. Organize meetings, including scheduling, sending reminders, and organizing catering when necessary
5. Answer phone calls in a polite and professional manner
6. Manage the President's travel, expenses, key meetings, and calendar, including making appointments and prioritizing the most sensitive matters
7. Coordinate with other staff, volunteers, donors and Board members to have smooth and accurate coordination of communications
8. Act as a liaison for the President at Central Services
9. Utilize your advanced experience in Google, Microsoft Office,, Zoom, Expensify, Quickbooks Online and Adobe for internal and external meetings and communications
10. Meet regularly with President for proactive meeting support and reminders for critical meetings, including preparations before critical meetings
11. Provide temporary coverage (e.g., phone; email; reception) for other leadership team members as needed
12. Maintain and distribute lists as needed (e.g., organizational charts; email; distribution; vendor; contacts; phone)
13. Work effectively as an integral member of a team of administrative professionals

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Because of the nature of our work with youth, we hire people with a high level of integrity and compassion for our youth. As the Executive Assistant, you come to Timber Bay with:

- Your personal life is in order in areas like your relationship with Christ, family relations, social and psychological adjustments.
- 3+ years of Executive Assistant experience is preferred
- Strong computer (Google, Microsoft Office) and internet research skills
- Excellent social skills, project coordination experience and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors required
- Demonstrated ability to write original business correspondence with above-average grammar, spelling, punctuation, and proofreading skills
- Prior office-related experience working with senior-level staff
- Strong communications, listening, and interpersonal skills
- Ability to prioritize work to enable high-priority issues/items being handled effectively
- Ability to use discretion and to maintain absolute confidentiality
- Ability to sit or stand for extended periods of time and occasionally operate office equipment
- A completed application on file with a cleared background check and thorough reference check. Must be legally authorized to work in the United States.
- A signed Code of Conduct, Statement of Faith, and Confidential Agreement on file.

SKILLS, GIFTS, AND TALENTS

The Executive Assistant performs their ministry out of the skills, gifts, and interests they already possess. Strong administrative skills, people skills, listening skills, communication skills, along with an eye for detail and being a part of work teams are important skills to possess and grow in.

ADDITIONAL NOTES

The Executive Assistant will:

Youth Investment Foundation / Timber Bay

- Understand and maintain the standards of the Evangelical Council of Financial Accountability (ECFA).
- Will also be trained in and follow our business and ministry management practices, safety protocols, and working procedures.
- The candidate understands that any employment, both paid or unpaid, which might be offered to me by YIF is "at-will" and of indefinite duration, that either I or YIF may terminate that employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

Reviewed By:	Leah Freichels and Carol Hondlik	Date:	Date 08.18.22
Approved By:	Jon Ring	Date:	Date 08.18.22
Last Updated By:	Jon Ring	Date/Time:	08.18.22