

## **Dare 2 Share Ministries**

### **Job Description: Assistant to the EVP of Ministry**

**DIVISION:** Ministry Advancement

**LOCATION:** Headquarters

**REPORTS TO:** Executive Vice President of Ministry

**TYPE OF POSITION:** ☒ Full-time ☐ Part-time ☐ Volunteer

**HOURS OF WORK:** 40 Hours/week, typically Monday – Friday

**TRAVEL:** Occasional

**PAY RANGE:** 18.00 – 24.00 per hour

**INTRODUCTORY PERIOD:** 90 Days

#### **THE MINISTRY ADVANCEMENT DIVISION'S PURPOSE**

To activate key influential youth ministry leaders around the world through involvement with Dare 2 Share programs and resources in order to mobilize them to multiply Gospel Advancing Leaders in order to fuel the global Gospel Advancing Movement.

#### **KEY OUTCOMES**

- A Gospel Advancing leader in every continent, country, and community.
- 1,000,000 Gospel Advancing leaders worldwide in order to reach the 1,000,000,000 teenagers on the planet.

#### **POSITION SUMMARY**

The Assistant to the Executive Vice President of Ministry (AEM) is a critical member of Dare 2 Share Ministries (D2S), providing administrative support with a high level of professionalism to the EVP of Ministry (EVP) while contributing to the general organization of the Ministry Advancement division. It is absolutely critical that the AEM be extremely detail-oriented and have the ability to manage multiple tasks at once. The AEM is responsible for a variety of clerical duties and projects, which support the ongoing vision of mobilizing Gospel Advancing Leaders around the world. As this is a support position for a senior executive office of the ministry, discretion is also mandatory since there will be exposure to multiple items and issues that will be sensitive and/or confidential

In addition to being a self-starter with sharp attention to detail, this person must be a team player who is dependable, flexible, and teachable. They will need to model the ministry's core values while maintaining a positive attitude as they manage multiple priorities.

#### **SCHEDULE**

As the primary point of contact for the EVP, the AEM should attempt to be available for emergent issues as possible, even outside of scheduled hours. Due to the sometimes imposing needs of this position (trouble shooting executive level needs, working lunches, travel support, etc.), additional flexibility will in return be extended to AEM as possible. Some minimal travel may be required.

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#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

*The Work Examples and Competencies listed are for illustrative purposes only and not intended to be exhaustive.*

##### **Administrative Support to the EVP – 60%**

- Daily and weekly check-ins with EVP.
- Provide administrative support to the EVP for several systems including Outlook, ClickUp, Salesforce, etc.
- Attend meetings with the EVP taking notes to include stream of conversation, decisions, action items, and then distribute to meeting attendees within 1 business day (within the same business day when possible).
- Arrange travel logistics for the EVP and occasionally support other division members as well.
- A variety of secretarial and administrative responsibilities such as printing, scanning, typing, filing, data entry, expense reports, etc.

##### **Divisional Project Support – 30%**

- Provide support for various division specific projects (divisional half-day and all-day meetings, SWAG orders and inventory, pulling reports, research support, etc.) as assigned by the EVP.
- Assist in budget preparation and budget management throughout the Fiscal Year.
- Support various international projects and efforts.
- Participate in cross-functional team meetings, as needed.

##### **General Administrative Support – 10%**

- Organize file storage for the division utilizing Z:Drive, SharePoint, OneDrive, etc.
- Proactively provide high quality internal and external customer service on behalf of the EVP and division.
- Implement fun and creative ways to visually display goals and progress towards goals.

#### **COMPETENCIES REQUIRED:**

- Energetic, hardworking, detail-oriented, motivated, self-starter
- Flexible, adaptable, dependable, and ability to “be teachable”
- Contribute to a team effort with “just do it” mentality
- Organizational skills/filing
- Oral & written communication, listening and typing
- Problem solving, decision making, and research
- Demonstrated interpersonal skills to maintain a strict level of professionalism and positivity when interacting with a variety of people, including coworkers, Board members, youth leaders, partners, and the public.

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- General administrative skills including typing, operating office equipment, understanding of physical and electronic filing systems, ability to take accurate notes/minutes and similar skills
- Proficient with Microsoft Office (including Word, Excel, PowerPoint and Outlook)

**KEY PERFORMANCE INDICATORS FOR THIS POSITION:**

- Manage the EVP's calendar and inbox
- Effectively track timelines and meet deadlines.
- Timely communication and follow up internally (1 business day) and externally (2 business days) for an initial acknowledgement response time with ongoing, clearly managed expectations.
- Perform at a high level of organizational excellence by proactively reporting, and demonstrating the ability to prioritize, providing additional capacity to EVP.

The applicant chosen for this position must have no reservations about the Dare 2 Share Ministries (D2S) "Statement of Faith", and must fully support the expressed mission of D2S.