

Dare 2 Share Ministries

Job Description: Executive Assistant to the President

DIVISION: Executive/Operations

WORK LOCATION: Dare 2 Share headquarters (5191 Ward Road, Wheat Ridge, CO)

REPORTS TO: President

TYPE OF POSITION: Full-time Part-time Volunteer

HOURS OF WORK: 40 hours per week, Monday – Friday, between 8 a.m. and 5 p.m.

PAY RANGE: \$26-\$30 per hour, based on experience

INTRODUCTORY PERIOD: 90 Days

POSITION SUMMARY

The Executive Assistant to the President (EAP) provides high-level administrative and operational support directly to the President, enabling focused leadership, sound decision-making, and organizational impact. This role requires exceptional attention to detail, strong judgment, discretion, and the ability to manage complex workflows in a fast-paced executive environment.

The primary objective of the EAP is to ensure the President can remain focused on senior-level leadership responsibilities by efficiently managing administrative details, board administration, and strategic planning support. Over time, as trust is established and capacity is demonstrated, this role may expand to include broader leadership responsibilities within Executive Administration.

SCHEDULE

As the primary point of contact for the President, the EAP should attempt to be available for emergent issues as much as possible, even outside of scheduled hours. Due to the sometimes imposing needs of this position (troubleshooting executive-level needs, working lunches, early morning board calls, etc.), additional flexibility will in return be extended to the EA as possible. Some minimal travel required.

TYPICAL DUTIES AND RESPONSIBILITIES

The work examples and competencies listed are for illustrative purposes only and are not intended to be exhaustive.

Executive Administration 80%

- Serve as the primary point of contact for the President internally and externally and, as needed, for other members of the Executive Team.
- Proactively anticipate the President's needs, priorities, and decision points; prepare materials, surface issues, and manage follow-through.
- Manage the President's calendar, meetings, inbox support, and overall administrative workflow to ensure strategic use of time.

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- Provide comprehensive administrative support for the Board of Directors, including scheduling and preparation for meetings and calls, recording minutes, communicating with board members, and maintaining governance documentation.
- Support organizational strategic planning rhythms, documentation, and related coordination.
- Coordinate travel and logistics for the President and, as needed, other Executive Team and board members.
- Manage executive-level meeting logistics, including agendas, materials, note-taking, and follow-up for onsite, offsite, and retreat settings.
- Handle executive administrative tasks such as document preparation, spreadsheets, expense reporting, receipt management, and executive budget review, noting variances as appropriate.
- Provide responsive support during and outside normal business hours, as needed, especially when the President is traveling or managing urgent matters.

Cross Functional Collaboration 10%

- Collaborate effectively with other administrative and operations staff to ensure alignment and cohesive executive support.
- Demonstrate leadership through initiative, ownership, and problem-solving within the President's office.

Operations Support 10%

- Assist Operations team members as needed, including, but not limited to: stocking supplies, covering the front door and phones during business hours, event support, and general administrative duties.

COMPETENCIES REQUIRED:

- Energetic, hardworking, detail-oriented, motivated, self-starter
- Flexible, adaptable, dependable, patient, teachable
- Demonstrated professionalism
- Commitment to confidentiality
- Strong administrative and organizational skills
- Ability to maintain a positive attitude and composure under pressure
- Verbal and written communication skills, including proficient typing, spelling, and grammar
- Problem solving, decision making, and research
- Travel coordination
- Skillful use of Microsoft Office Suite, especially Word, Outlook, Excel, and PowerPoint

KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- Manage President's Outlook inbox and calendar.
- Keep all board-related processes up to date, primarily board meeting preparation and communication.
- Keep strategic planning processes up to date.
- Demonstrate ownership and excellence in executive support responsibilities, with the capacity to grow into broader leadership as needed.

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- 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.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) “Statement of Faith,” must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.