



Grace at the Fray

## **Executive Administrator** ***Job Opening in Jenkintown, PA***

Serge is a 501(c)(3) non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We have an opening for an Executive Administrator to join the Home Office and support the Executive Director (ED) in extending the reach of the Executive Leadership Team through the coordination of meetings activities. The Executive Administrator will also serve as the primary administrative support for the Board of Directors and BOD meetings.

This is a full-time role with 40 hours per week and includes health insurance, retirement, and paid leave benefits. Qualified applicants will have experience in managing administrative and logistical details, running a day to day calendar, planning for international travel, and performing a variety of routine tasks while also planning and executing other long term, complex tasks. If your career interests are in faith-based work and you desire to work in a non-profit, mission organization, we invite you to apply. Some work from home is appropriate with an expectation for working in the office for the majority of hours.

### **Responsibilities include, but are not limited to, the following:**

- Provides administrative support and coordinates meetings and events individually for the Executive Leadership Team (ELT) and as a group
- Coordinates travel and event schedules for ELT
- Takes notes in ELT meetings and manages follow-up and tasks generated through ELT discussions
- Assists in compiling PowerPoint and meeting presentations
- Proofreads and edits internal communications from the ELT to the whole company
- Manages special projects assigned by the Executive Director
- Serves as liaison for the full Board and the following Board committees: Executive Committee, Committee On the Board (COB), Development Committee, Finance Committee
- Takes a proactive role in soliciting reports from board members, and reviewing, editing, and compiling meeting agendas and handbooks
- Coordinates board meeting follow-up including distribution of minutes, creation of survey evaluations, and tracking of action items
- Prepares post-board meeting communications appropriate for company-wide distribution.
- Provides setup, meeting materials, and minute-taking for the bimonthly Executive, Finance, Development and COB committee meetings. Arranges housing and travel as needed for Board members attending meetings; secures and directs caterer for meetings and special events
- Serves to support Executive Director and COB Chair with Board candidate contacts; develops and compiles New Member Orientation materials
- Determines venue and organizes annual Executive Committee retreat
- Works with COB Chair to keep Board Policy Manual updated with current documents and develops new documents as needed using Adobe Acrobat pdf files
- Creates and manages annual Board budget; tracks and authorizes expenditures



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### Requirements

- A personal commitment to Jesus Christ with a genuine desire to work in a dynamic, mission-driven environment and to apply one's knowledge, skills, and abilities to advance the Gospel
- Commitment to Serge Vision, Mission, and Values, demonstrated in work and interactions
- Professional attention to detail and ability to communicate in person and in writing in a gracious and clear manner,
- Must be trustworthy, demonstrate professionalism, and exercise a high level of discretion in handling sensitive situations and confidential information.
- Anticipates needs and proactively addresses challenges without direction
- Minimum five years' experience in an executive assistant or related role requiring strong organizational, writing, and interpersonal skills.
- Experience supporting and working with boards or large committees in a high level Christian organization is essential.
- Experience taking comprehensive meeting minutes and producing high-quality, well-formatted reports.
- A working knowledge of Robert's Rules of Order
- Proficient Google Workspace, CRMs like Salesforce, and project management tools like Monday.com

**To Apply,** send resume and cover letter with salary requirements to Human Resources at [HR@serge.org](mailto:HR@serge.org). For more information about our mission agency, visit [www.serge.org](http://www.serge.org).

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