



“Connecting People Who Care to Ministries that Matter”

Administrative Assistant to the Executive Director/President

The American Baptist Foundation (ABF) is the denomination’s center through which planned gifts that result from estate planning are generated. These charitable gifts support American Baptist ministry and mission nationwide and around the world.

The ideal candidate should be able to collaborate harmoniously within a small, multicultural team of a faith-based organization. Work harmoniously with the Executive Director/President to enhance and promote ABF’s reach and capabilities. Work autonomously, to take initiatives, to be pro-active and creative. Work in an organized and methodical way, being able to prioritize and to pay attention to detail and accuracy. Manage multiple tasks and projects simultaneously. Act with integrity, discretion and diplomacy. Be willing and capable to contribute and fill in where needed. Be customer oriented.

Responsibilities: The Administrative Assistant will provide administrative assistance to the Executive Director/President while having a strong focus on project management strategies. The Job Summary includes but is not limited to:

- General Office Administration support including but not limited to receptionist duties; ordering and managing office supplies; photocopying and sending/receiving faxes; typing memos and letters; travel arrangements; and mail distribution.
- Office Administration support to the American Baptist Foundation’s field staff and sales consultants.
- Assist in the administration, planning and organizing of grant administration (Palmer Grants), marketing and communication processes.
- Work closely with ABF Graphic Designer to update and prepare all marketing materials for print.
- Maintaining all marketing inventory including mailing requests for marketing materials to field staff and consultants.
- Coordinating all Foundation Board meetings and Board correspondences
- Transcribing semi-annual board meeting minutes.
- Organization and coordination of all Foundation conferences and events.
- Supporting the Executive Director/President in developing effective Project Management Strategies

Education, Experience and Competencies:

- College degree or at least 5 years of Administrative experience.
- Excellent written, verbal and multi-media communication skills.
- Experience in communications and marketing.
- Proficient with MS office products.
- Experience with Sharepoint and other Project Management Software

Compensation: Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits and paid time off (vacation, sick leave, and holidays).

Applicants should send a cover letter, resume and the names, addresses and phone numbers of three (3) professional references to jobs@abc-usa.org no later than **July 23rd 2014**

“Without counsel plans fail, but with many advisers they succeed.” (Proverbs 15:22)

www.abcofgiving.org