



Job Description

Job Title: Executive Administrator

Supervision:

- Direct Report: Executive Director
- Reports To: Executive Director, Board of Directors
- Executes work under direct supervision or according to established procedures 50% of time
- Works independently setting priorities and work schedules 50% of time

Position Purpose

As the Executive Administrator you oversee internal operations and database management. You will participate in policy development, strategic decision making, and implementing and enforcing operating policies, procedures and standards. You have a support responsibility to the Executive Director. You perform general office functions and related work as required. It is important that you have a servant attitude and understand the vision and purpose of CPCF.

Qualifications

Requirements:

- Personal compatibility with Congressional Prayer Caucus Foundation corporate culture, values and faith statements.
- Excellent planning, organizational and multi-tasking skills
- Self-motivated, goal-oriented and someone who takes initiative
- Ability to handle multiple projects and adapt to new and changing situations
- Strong interpersonal and communication skills
- Ability to work alone or with a team
- Consistently able to meet deadlines
- Highest level of integrity and trust to handle confidential materials
- Proficient in Microsoft Word
- Working knowledge of Microsoft Excel
- Ability to master a new Customer Relations Management software
- Strong strategic and analytical thinking
- Ability to work collaboratively with a diverse group of stakeholders
- Excellent oral, written and presentation skills

Education/Experience:

Prefer Bachelors degree or higher and at least 2-5 years of administrator experience.

Duties and Responsibilities

- Working closely with the Executive Director to implement strategic goals and objectives
- Work collaboratively with CPCF team on initiatives and programs.
- Responsible for the management of CPCF policies and procedures
- Participate in new campaign development planning and management

- Appropriate administration, budgeting, monitoring, reporting, communication and liaison.
- Contacting and coordinating with government leaders, ministries, churches, organizations as needed
- Database management, data entry, report generation, correspondence
- Help with oversight of technology and web development /maintenance
- Technology research relevant to CPCF mission and strategic plan
- Volunteer management, motivation, training and development
- Job-specific administrative duties
- Overseeing office and equipment administration and maintenance
- Conducting general office duties including answering phones, sorting mail, correspondence, emails,
- Self-development and continuing professional development

Occasional Work Performed

- Participating in strategic planning sessions
- Travel
- Participating in training
- Scheduling and making travel arrangements
- Writing

Key Contacts

Contacts Internal to the Organization

Executive Director, Staff, Board Members, Volunteers

Contacts External to the Organization

Donors, Ministry Leaders, Pastors, Government Leaders and staff, General Public