

**JOB TITLE:** EXECUTIVE ASSISTANT/PERSONNEL MANAGER  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**UPDATED DATE:** MAY 2022



### **SUMMARY**

A successful candidate for this position must be highly organized, neat, detail oriented and able to handle multiple projects at a time. They must be a self-starter and be able to work without direction. He/she must be a hard worker who is able to work behind the scenes for the benefit of others with a servant's heart. They must be committed to serving the Lord and to the ministry and mission of The Firs. Also must be able to maintain total confidentiality.

**ASSISTANT TO EXECUTIVE DIRECTOR** includes the following. Other duties may be assigned.

1. Handle the following administrative duties for the Executive Director:
  - Write or transcribe correspondence as directed (letters, memos, etc.).
  - Handle all Council and Board communications (newsletter, emails, etc.).
  - Compile information and keep records, as assigned.
  - Research projects and make purchases, as assigned.
  - Coordinate calendar and scheduling tasks.
  - Establish and maintain an efficient filing system for corporate, administrative and executive matters.
  - Serve the Executive Director by supporting his efforts and appearances.
2. Provide further support on corporate matters:
  - Design and send The Firs Update.
  - Meet Board member needs as appropriate.
  - Assist in planning staff events.
  - Facilitate and plan special events such as fundraisers, council meetings, etc.

### **MARKETING SUPPORT**

1. Database Coordinator
  - Know all Firs databases and their function thoroughly.
  - Assure consistent input (data entry) by all users.
  - Make sure all Firs database needs are met and all mailing lists are on board.
  - Keep all data updated (clean) on a regular basis.
  - Interface with supporting services on all database matters.
2. Marketing/Mailing
  - Handle all mailings out of The Firs as assigned (Firs Quality Control).
  - Make sure all printed materials going out pass through Jenny (Firs Quality Control).
  - Set up parameters for any mailing.
  - Help out with other Firs advertising or marketing matters, as time allows.
3. Social Media
  - Able to update and maintain pages on a website.
  - Understand social media posting and support The Firs social media posting.
  - Be able to coordinate and communicate with multiple departments social media expectations.

### **PERSONNEL MANAGER**

- Keep personnel files in your possession and locked. Utilize both electronic and printed means for filing and storage. Note all pertinent information per file and assure confidentiality.

- Maintain corporate compliance in all personnel procedures, as per current government regulations – as well as appropriate record keeping, employee notification and general matters of employee care.
- Keep Firs Employee Handbook current and in the hands of all employees. Oversee compliance of all staff policies and make recommendations for action or change to the Executive Director.
- Oversee annual performance appraisals by all supervisors and assure the completion of them in a timely manner.
- Keep all staff forms (Covenant, Hold Harmless, application, I-9s, W-4s, etc.) filed and accessible.
- Update I-9 form yearly from government website. File all staff (including Firwood and Fircreek) I-9s in our files for the audits.
- Work with Office Manager/Receptionist on staff events (decade birthdays, staff parties, etc.).
- Keep all federal and state government posters up to date.
- Supervise workload of Office Manager/Receptionist.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good keyboarding ability, proficient in Microsoft Word, Excel, Publisher, Outlook, and PP.
- Able to utilize social media and websites, with enough knowledge to update and maintain areas of each.
- Proficient in database management.
- Good creative ability.
- Good proofreading ability.
- Some basic knowledge of letter writing, filing, and minute taking.
- A demonstrated ability to work independently, give attention to detail, meet concurrent deadlines, organize time and priorities, and communicate well with others.
- Able to handle all matters confidentially.
- Good working with people and motivating them for service.

### **EDUCATION AND/OR EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or 2-3 years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence and memos. Ability to effectively present information in one-on-one and small group situations to customers, business contacts, and staff.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Have a valid Washington State driver's license.
- Food handlers permit.

### **MINISTRY STATEMENT**

Must be able to sign The Firs Staff Covenant and Doctrinal statements annually.