



Orange County rescue mission

Executive Assistant to the President

The Orange County Rescue Mission is a Faith based nonprofit organization that assists the homeless and needy of Orange County, California. The Rescue Mission is seeking an extremely organized individual with high energy and a proactive, professional attitude to fill the position of Executive Assistant to the President of the Orange County Rescue Mission. This full-time position will provide "executive level" administrative support to the President of the Orange County Rescue Mission in a wide range of responsibilities, all of which require a high level of organizational skills, innovation and teamwork. This position performs master calendar management, travel and meeting arrangements, team events, office management, presentation organization, preparing reports and financial data, meeting minutes. In this role, you will also be handling information requests and performing administrative functions such as preparing correspondence, receiving visitors, providing VIP tours and arranging conference calls.

Some of the Job Duties are:

- Receives and processes all communication (high phone volume, email and mail) to the President's office and distributes accordingly.
- Prioritizes and manages multiple projects simultaneously and efficiently.
- Conducts research and analysis for special projects. Provides follow-up details and feedback as requested.
- Responsible for heavy calendar management, requiring interaction with both internal and external clients as well as other executives to coordinate a variety of complex meetings.
- Arranges travel schedule and reservations for executive management.
- Assists with preparation of presentation materials such as speeches, materials and information packets, annual report coordination including PowerPoint presentations and other special events or Board Meetings as needed for the President.
- Working collaboratively with Development Department to build and maintain stakeholder donors, supporter relationships to encourage positive public relations.

Minimum Qualification Requirements:

- A personal relationship with Jesus, good working knowledge of the Bible, attendance in a Bible believing church and signed acknowledgment of the Statement of Faith.
- Bachelor's Degree is strongly preferred with a minimum of five years in successfully supporting a senior executive. *(An equivalency accommodation for education may be requested with more specific related work experience, please contact Human Resources for more info.)*
- Must have a high degree of business sense and communication skills to speak on behalf of President.
- Excellent organization and calendar management, including the coordination of complex executive meetings.
- Ability to work quick and independently with minimal direction, guidance in a fast-paced work environment.
- Ability to multi-task and be highly organized with meticulous attention to detail.
- Excellent writing skills with the ability to write reports, social media verbiage, executive correspondence and emails.
- Experienced using and posting on social media platforms like Twitter, Facebook, Instagram & Blogging sites.

To officially be considered for this position, you must complete the required Orange County Rescue Mission employment application and the Statement of Faith. Please take this link the position's employment page www.rescuemission.org/executive-assistant-to-the-president-2/. Then take the "Apply Here" link at the bottom of the page to our online employment portal. Please download a PDF application from our main page if the portal is not functioning. Email jobs@rescuemission.org or fax 714-566-6461 with any questions or return a completed application. A full benefits package will be offered at hire. This position is open until filled. 1 Hope Drive, Tustin, CA 92782.