**EXECUTIVE ASSISTANT TO LAKE REGION CONFERENCE PRESIDENT**

**Position Summary**: Serves as the Executive Assistant to the President performing diverse secretarial duties. Transcribes and, as requested, composes correspondence and/or dictation of a complex and highly confidential nature. Assists in designated administrative details using initiative and sound judgment. Requires knowledge of church policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness and other aspects strongly developed interpersonal skills plus proven organizational skill.

**Essential Job Functions**:

* Schedule and maintain daily calendar of supervisor; makes travel and lodging arrangements as required.
* Screen telephone calls - responds to routine/non-routine inquiries using standardized formats; refers unusual or complex inquiries to supervisor or other appropriate offices, and in the absence of supervisor makes decisions regarding important matters with necessary follow up.
* Process incoming mail – opening, dating, sorting and distributing to appropriate staff or department.
* Transcribe, compose and edit correspondence or other written material.
* Respond to numerous types of routine correspondence as assigned.
* Assist supervisor in preparation of various committee agendas; performs recording secretary functions for committees. Includes taking and producing minutes for supervisor to review, following the standardized notification process of committee actions. Indexes minutes, files office copies and distributes copies to committee members.
* Serves as custodian of minutes, documents and records of the department or service, being able to retrieve the same when needed.
* Assist supervisor in preparing reports, special projects, etc., as requested.
* Plan and organize social activities for the department or service when requested.
* Carry much of the office responsibilities when supervisor is away from the office or in meetings.
* Assist in the planning of meetings and conventions as requested.
* Perform research and obtain information to satisfy requests of supervisor and others.
* Perform other work-related duties as may be assigned by supervisor.

**Education/Experience Requirement**:

* Bachelor (BA/BS) degree, including courses in typing and word processing/computer literacy. (Word/Pages, PowerPoint/Keynote, Excel/Numbers). Appropriate successful work experience may be acceptable in lieu of scholastic requirements.
* Two to three years relevant successful work experience required. Previous experience in a denominational administrative office preferred.

**Required Knowledge, Skill and Personal Characteristics:**

* Must exhibit extensive initiative; often working with minimal supervision. Ability to perform duties with speed and accuracy without constant supervision and meet required deadlines.
* Adaptable and able to evaluate priorities.
* Ability to perform secretarial and support duties with speed and accuracy without constant supervision.
* Must be creative in letter writing and in the handling of office affairs, both regular and special.
* Requires well developed knowledge of church employment policies and practices.
* Requires knowledge and experience in up-to-date office procedures such as filing, telephone techniques, computer-operating system either Mac or Windows and English usage (spelling, grammar, punctuation, etc.)
* Must be able to facilitate good communications among staff and outside personnel.
* Must have ability to work under pressure and with many interruptions.
* Absolute confidentiality required at all times.
* Must possess ability to make sound decisions using good judgment on the spur of the moment.
* Must be a person of honesty & integrity.
* Must be a mature-balanced Christian.
* Must be a member of the Seventh-day Adventist Church in Good and Regular Standing.

**Email resume and cover letter to: Teresa Best at tbest@lakeregionsda.org**