

JOB POSTING – EXECUTIVE ASSISTANT

Opportunity – Executive Assistant

The mission for the Executive Assistant is to provide administrative support to the President and CEO of Hillcrest. They will assist in developing and implementation organization strategies to support the work of #TeamHillcrest.

The perfect candidate for this position will be committed to service and embody the organization's mission. They will be a passionate advocate for our organization, our residents, and those in need of our services. They are comfortable working with other faith-based organizations, ministry groups, and community outreach. The candidate will be ready to work in a fast paced, diverse, and collaborative work environment. This person must be trustworthy and confident. Being ready on day one with experience and proven administrative strategy to hit the ground running is essential.

Essential Duties of the Executive Assistant

- Providing direct administrative support to the President and CEO.
- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications.
- Maintaining comprehensive and accurate records.
- Performing minor accounting duties.
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Answering phone calls in a polite and professional manner
- Welcoming visitors.
- Managing the President and CEO's calendar, including making appointments and prioritizing the most sensitive matters.
- Representing Hillcrest with clients, donors, and community partners.
- Serve in other duties, roles, responsibilities as needed by the organization to fulfill its mission.

Qualifications

- A valid driver's license and reliable transportation to travel within the Kansas City Metro area is required.
- Bachelor's degree or experience in nonprofit, business management or related field preferred.
- Highly organized, outgoing, creative, out of the box thinker.
- Flexible, creative, and able to work in a non-structured developing work environment.
- Familiarity with Windows, Office, Google Drive, Gmail, Outlook, Facebook, Instagram, Twitter, DonorPerfect, Constant Contact, and Canva or Adobe Indesign.
- Excellent oral/written communication.
- Energetic and willing to take on new responsibilities.

Additional Details

This can be a part-time or full-time position. Candidates must be willing to work in our offices throughout the Kansas City metro daily. The position will be headquartered out of our Kansas City, Kansas campus location. Typical hours for this role are 9am – 5pm, Monday through Friday. There will be after-hours events and activities that will require additional hours on evenings and weekends.

Salary range for this position is \$38,000 - \$45,000 based on experience and credentials.

To apply, email your resume and cover letter to Tom Lally, President and CEO at tom@hillcrestkc.org.

Hillcrest Ministries of MidAmerica, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.