

NORTH AMERICA MINISTRIES - CHURCH OF GOD OF PROPHECY

POSITION ANNOUNCEMENT

POSITION: Executive Assistant, Office of North America Ministries

REPORTS TO: North America General Presbyter

JOB SUMMARY

The North America general presbyter is currently seeking a reliable, responsible executive assistant to fulfill administrative and clerical responsibilities. The ideal candidate will be highly competent in general administrative and clerical skills, well-organized, self-motivated and demonstrate exceptional communication skills. Applicants must be proficient with office management technologies, including, but not limited to Microsoft Office Suite. A working knowledge of social media platforms is also needed. Fluency in Spanish and/or French is desirable but not required. Previous experience as an executive assistant is preferred; however, all applicants with the appropriate skill set will be considered. Ultimately, the administrative assistant should be someone who is able to anticipate and address the needs of senior leadership and perform all administrative and clerical tasks necessary to ensure the workflow of North America Ministries runs efficiently and effectively.

DUTIES AND RESPONSIBILITIES

- Perform daily administrative and clerical responsibilities with excellence
- Resource state/regional bishops as needed
- Maintain SharePoint and all Microsoft Teams functions
- Monitor and maintain North America Ministries social media platforms
- Process ministerial licensing and foundation certificates
- Compile statistical reports
- Prepare budgets and financial reports
- Assist with state/regional bishop orientation
- Maintain minutes of meetings as requested
- Serve in conferences, meetings and training sessions as requested

Note: This position will also be assigned additional responsibilities as they arise to assist with workflow of North America Ministries

Qualifications

- Devoted follower of Jesus Christ
- Integrity, professionalism, confidentiality, and loyalty
- Self-starter and strong work ethic
- High school diploma; additional degrees or certifications a plus
- Strong verbal and written communication skills
- Fluency in Spanish and/or French a plus
- Highly competent in administrative and clerical responsibilities
- Working knowledge of office systems and equipment
- Ability to monitor and maintain social media platforms
- Successful work experience as an executive assistant or similar role
- Available to maintain regular full-time office hours and attend special events/meetings as requested (i.e., International Assembly, North America Leadership Conference, retreats, training sessions, etc.)

SALARY

Based on qualifications and experience

APPLICATION DEADLINE

March 31, 2021

SUBMIT RESUME TO

Mailing Address

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