



Topeka Rescue Mission Ministry Position Description

Position Title: Executive Assistant
Location: Palace, 601 NW Harrison
Reports to: Executive Director
Date: January 2025

GUIDING VERSE:

"Therefore, my dear brothers and sisters stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain." - **1 Corinthians 15:58**

SUMMARY OF RESPONSIBILITIES:

This position provides essential administrative support to the Executive Director and the Executive team, ensuring the smooth operation of the ministry. The primary goal is to enable the Executive Director to effectively lead and oversee ministry operations. This role requires managing a dynamic and fast-paced environment, handling various responsibilities with poise and efficiency. Key duties include overseeing all communications for the Executive Director, managing schedules, and ensuring that the Executive Director is fully prepared for meetings. The ability to prioritize and rearrange meetings when necessary is essential. Close, proactive communication with the Executive Director is crucial, as is the ability to anticipate needs and maintain attention to detail. Independence and flexibility are key, as this role may require stepping in for the Executive Director at a moment's notice. This position truly functions as the Executive Director's right hand. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Conserves the Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; and initiating telecommunications.
- Maintains the Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Functions as the first point of contact, as an extension of the Executive Director.
- Welcome guests and customers by greeting them, in person or on the telephone, and answering or directing inquiries.
- Attends events with the Executive Director to provide setup of materials as needed, take photos, and document events as directed by the Executive Director.
- Maintains customer confidence and protects operations by keeping information confidential.
- Track projects to ensure timely submission and report on progression and completion.
- Organizes all monthly data reporting, ministry wide in preparation for strategic analysis.
- Provides historical reference by recording meeting discussions.
- Acts as the contact for media outlets, providing communication and notifications in collaboration with other designated TRM staff.
- Assists with meeting preparation.
- Assists ministry teams with locating resources and providing answers to questions.
- Works collaboratively with staff to maintain a team environment to accomplish tasks necessary to serve and support TRM.
- Flexible to accept additional assignments as requested by management.
- Other duties as assigned.



EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred, but not required
- Three to five years administrative experience
- Experience managing multiple calendars
- Experiencing booking travel

SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to exercise creativity and sound judgment without close supervision
- Ability to multi-task in an environment of frequent interruptions
- Demonstrated excellence in interpersonal and customer service skills – in person and on the telephone – with a diverse population, with individuals, and with groups
- Ability to prioritize and manage your work to accomplish tasks effectively and efficiently with excellence
- Relational – approachable and at ease with listening to and engaging with people
- A team player – works well with others to reach a common goal
- A self-motivator who takes the initiative to communicate problems and look for solutions
- Sound judgment and decision-making skills
- Strong attention to detail and excellent organizational skills
- Proficient at Microsoft Office including Word, Excel, PowerPoint, etc.

LICENSES AND CERTIFICATIONS:

- Valid KS Driver's License

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Must be able to work in all conditions including but not limited to inside desk work, outside outreach in various weather conditions, one-on-one and group engagement
- Must be able to lift to 30 pounds, walk, bend and stoop.