

## **JOB DESCRIPTION**

**Job Location:** Tennessee

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** North America Regional Director (RD)

**POSITION PURPOSE:** To provide administrative support to the North America's Regional Director.

**SCOPE:** Manage the RD's calendar, provide the necessary administrative support to ease her ability to lead, manage client acquisition and servicing, while coordinating special projects in support of the North America region on behalf of the RD.

### **AREAS OF RESPONSIBILITY AND AUTHORITY**

1. Administrative support to the RD
  - a. Manage personal calendar, meetings and travel itinerary
  - b. Manage correspondence and communications of the RD
  - c. Prepare presentations and training materials when needed
  - d. Follow up on inquiries and requests
  - e. Coordinate speaking requests
  - f. Assist RD in preparation and reporting financial reports for headquarters
2. Office Support
  - a. SOP coordination
  - b. Systems support i.e ClickUp, Google Suite, Salesforce
  - c. Database management

### **QUALIFICATIONS:**

- A Christian and in agreement with our statement of faith (*obtain a copy of our statement of faith by visiting this link, <http://nehemiahproject.org/about-us/mission-vision/>*).
- Effective communicator and highly organized
- Ability to maintain confidentiality and discretion
- Ability to work with people cross culture and globally
- General knowledge and experience in managing databases, specifically Salesforce, ability to use Microsoft Office products, or aptitude to learn
- Strong computer application skills.
- Able to work well under pressure and meet deadlines
- Willing to subordinate personal time to work extra hours to complete projects, on occasion
- Social Media knowledge or experience
- Event coordination skills
- Strong time management skills
- Self-motivated and able to take initiative



- Strong presentation and relational skills
- Able to work well with others, work as a part of a team, and to lead and support when necessary.
- Able to juggle multiple projects simultaneously.

**Compensation and Benefits:**

- Paid Vacation
- 8 full days and 3 half days paid holidays
- 3 days of sick leave and 2 personal days a year

**Other Employee Benefits Includes:**

- Complimentary Diamond membership to Nehemiah's E-Community
- Weekly staff devotional/prayer
- Access to NPIM training programs that will enhance your ability to be effective in the position

**Compensation:** Full Time at \$13.00 per hour

