

# **Executive Assistant to the Chief Operating Officer and Human Resources – Portland**

**Hours:** 40 hours/week (1.0 FTE)

**Accountability:** The Executive Assistant reports to the Chief Operating Officer (COO), and will also provide support to the Director of Human Resources (HR).

**Position Summary:** The Executive Assistant supports the COO and Director of HR in the execution of administrative details relating to both the internal management of the COO's office and the internal and external responsibilities of the COO. The Executive Assistant collaborates with the members of the Support Services leadership team – Director of Human Resources, AVP Finance, Director of Enterprise Applications, Facilities Director, and Director of Technology Operations - to ensure that the Seminary's mission, strategies, and policies are effectively pursued and supported in a coordinated manner across the institution. The Executive Assistant performs, coordinates and oversees technical and administrative duties in support of the COO, the Director of Human Resources, and the rest of the Support Services leadership team. This position has discretionary knowledge of sensitive and confidential information concerning personnel and Seminary issues involving the COO, Human Resources and Support Services.

## **Essential Functions:**

- Provide administrative support to the COO including drafting and editing correspondence/messaging for internal and external communications. Provide calendar management when appropriate.
- Process expense reports, credit card statements and reimbursement requests for the COO
- Work closely with and assist the Director of Human Resources on:
  - Hiring processes including job postings, interviews, reference checks and onboarding
  - Coordination of annual evaluations and documentation
  - Inquires concerning HR related services
  - Creating and running reports as needed
- Assemble agendas and make meeting preparations on behalf of the COO
- Prepare statistical data and reports for the COO
- Handle registration and travel arrangements for the COO. May handle registration and arrangements for the Support Services Leadership team periodically, as well.



- Ordering supplies for COO and Human Resources
- When needed and in partnership with the Executive Assistant to the President (EAP), assist with liaison duties between the President and the Board of Trustees, providing coordination of all activities between the President's Office and Board of Trustees
- When needed and in partnership with the EAP, create and distribute Board agenda, reports, directories, and correspondences and maintain records of all Board meetings.
- When needed and in partnership with the EAP, help in fulfilling arrangements for Board activities: Board Meetings, Board Retreats, and Board Committee Meetings
- Perform other duties as assigned

**Education/ Training:** Bachelor's degree or equivalent experience

**Qualifications:**

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Ability to exercise discretion and confidentiality
- Understanding and knowledge of general business Operations and Human Resources
- Experience in a busy office environment, possessing exemplary administrative, interpersonal, intellectual and leadership skills.
- Able to assume responsibility without direct supervision, exercise initiative, judgment, and discretion, with the ability to comprehend complex matters related to the work.
- Excellent writing and verbal skills, work well in a team environment with other staff, and make decisions within the scope of assigned authority.
- High level of organizational skills, the ability to manage multiple projects simultaneously in a highly active environment, and the ability to prioritize and meet deadlines.
- This person must have good communication skills, both verbal and written, and be proficient in proofreading.
- Proficient in word processing and possess a mastery of all Microsoft Office programs, and the ability to learn a variety of software programs as necessary.
- This person must be willing, when needed, to accept travel involved with the job.
- Alignment with Western Seminary's Values, Mission and Vision