



## Executive Assistant to Office of the President

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**Job Title:** Executive Assistant to Office of the President

**Ministerial Designation:** Minister of Religion – exempt

**Status:** Full-time Regular

**Department:** Office of the President

**Reports To:** Michael Fisher

**Prepared Date:** October 27, 2020

**Summary:** The primary responsibility of the Executive Assistant is to metaphysically support the Office of the President in providing daily assistance in the operations of Tenacre Foundation, and in being primarily a support to the President & CEO, as well as other members of Tenacre's senior management.

**Competencies:** A demonstrable understanding of Christian Science and its practical application in all aspects of the work of the Office of the President is core to being a part of Tenacre's healing mission. Additional competencies include:

**Metaphysical:** Prayerful approach to all things; fully supports the work through prayer as taught in Christian Science and is consistently, divinely, inspired in their work.

**Servant Leadership and Teamwork:** Approachable, personable and friendly; collaborative and is a team player; has a service-oriented approach; takes actions that demonstrate an unselfed approach.

**Communication Skills:** Listens and responds to others (one-on-one or with a group) in a non-hierarchical manner with warmth, respect, empathy and patience; conversation reflects the Golden Rule standard; replies to inquiries and completes requests, both on a timely basis; follows-up appropriately on requests made of others; strong verbal communicator and good listener.

**Ethics:** Honors a high level of confidentiality; acts and speaks in a manner consistent with the highest ethics and integrity; inspires the trust of others; keeps commitments; understands lawful and ethical standards.

**Detail Oriented:** Proofreads own work which requires little or no checking.

**Planning/Organizing:** Establishes an orderly, systematic course of action to accomplish a multitude of tasks; prioritizes tasks appropriately; manages time effectively to accomplish what needs to get done; works effectively with time sensitive tasks; and willingly modifies planned tasks when necessary; expresses flexibility.

### **Essential Duties and Responsibilities include the following:**

- Listening to and providing support for the daily activities of the President
- Representing the Office of the President on phone calls and with visitors to Tenacre
- Writing and editing correspondence sent to staff and the field related to Tenacre's operations
- Providing support for quarterly and special Board meetings and gatherings
- Organizing and supporting weekly management meetings
- Providing administrative assistance to the President, Vice Presidents, CFO, Senior Director of Philanthropy, Director of Historical Archives, Director of Services and Director of Campus Facilities & Initiatives
- Understanding the President's vision of the organization and helping to move this vision forward

- Willingness to work occasionally some nights and weekends

**Specific duties:**

- Keeping records of all correspondence sent and received within the Office of the President
- Actively planning, participating in, and organizing staff and community meetings and events
- Organizing travel for Board members
- Make room reservations for visitors
- Update Tenacre's mailing list
- Take minutes at weekly meetings with directors
- Record President's monthly expenses
- Prepare weekly newsletters sent to the Tenacre Community
- Keep office supplies stocked
- Coordinate annual Longyear tours for staff
- Other duties as assigned

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

- Member of The First Church of Christ, Scientist, Boston
- Primary Class Instruction with an authorized teacher of Christian Science; attends yearly Association meetings
- A high school diploma or equivalent
- Demonstrated ability to read, and speak English, which is fully understandable by others
- Ability to write in English with clarity, conciseness, and grammatical correctness
- Strong computer skills including working knowledge of Word, Excel, PowerPoint, and Outlook