



JOB DESCRIPTION

JOB TITLE:	Executive Assistant to Congregational Mental Health Initiatives
DEPARTMENT:	Executive Offices
REPORTS TO:	Executive Director of Congregational Mental Health Initiatives
EFFECTIVE DATE:	
CLASSIFICATION:	Non-exempt

POSITION SUMMARY: The Executive Assistant provides support to the Executive Director of Congregational Mental Health Initiatives. This position is responsible for high-level administrative support duties including implementing administrative systems, schedule management, and completing special project assignments. In the future, this position will be a part of the new organization and the person filling the role will not be an employee of the H. E. Butt Foundation.

CONGREGATIONAL MENTAL HEALTH INITIATIVE: The Congregational Mental Health Initiative was launched by the H. E. Butt Foundation to establish a Congregational Resource Center to equip and empower the faith community of San Antonio. This is an energetic and unique “start-up” initiative that is developing into its own organization.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

Executive Management

- Schedule appointments, coordinate calendars, and manage travel schedule; process email to calendar items and deadlines
- Prepare and execute expense reports on a regular and timely basis
- Maintain and manage contact database in Outlook
- Provide research via online, offline, and third-party resources and provide industry-related news, as needed
- Provide support in various company supported technology applications such as Microsoft Office Suite, CircuiTree
- Perform various clerical duties including responding/creating emails, photocopying, mailing, and emailing documents—create a communications system that involves daily, weekly, and monthly tasks through ongoing conversations

Reports and Meeting Support

- Coordinate and prioritize the unique needs of the Executive Director during regularly scheduled meetings
- Prepare weekly operating package for the executive as needed; example would include budget summary update reports for significant projects
- Produce documents such as dashboard reports, memos, proposals, charts, agreements, PowerPoint presentations in a timely and accurate manner
- Coordinate meetings and capture all incoming tasks in one centralized location, manage and update as required
- Prepare for and attend meetings when requested to capture action items and follow-up
- Transcribe meeting notes and coordinate follow-up items as needed

Executive Representation

- Serve as active liaison with other executives/departments for meeting/event management
- Assist and participate as needed for industry functions and events

Administrative Processes

- Create and maintain filing system with efficient information retrieval system
- Collaborate with other administrative support staff in each of the programs supported by this role
- Proactively and creatively assess administrative needs and opportunities for growth or improvement and introduce/implement initiatives addressing these
- Identify and streamline communication threads between the programs that this position supports

QUALIFICATIONS:

- 5 years' experience in a professional administrative role
- Experience supporting a department or executive level director preferred
- Bachelor's degree, preferred

COMPETENCIES-Knowledge, Skills, and Abilities:

- Professionalism
- Reliability
- Ability to uphold principles of the organization
- Resource planning
- Integrity
- Adaptability
- Capability to meet or exceed expectations
- Time management
- Strong written and oral communication skills
- Interpersonal skills

PHYSICAL REQUIREMENTS:

- The employee may occasionally lift and/or move items up to 25 pounds.
- Must be able to walk between camp and office facilities, on uneven terrain, as needed.

WORK ENVIRONMENT:

- This job operates in a professional office environment.
- This position may occasionally work in a camp or retreat setting.
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets.
- This position includes office assignments and occasional outdoor responsibilities throughout the year.

The above is intended to describe the general content of and requirements for this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE