

PURPOSE OF POSITION

To serve the church by serving as an Executive Assistant to the Director of Mission Operations who oversees all aspects of the Watered Gardens Ministries local operations.

RESPONSIBILITIES

- Assist in all the daily administrative duties.
- Receive and respond to volunteer project group inquiries, and work with the Director of Mission Operations to schedule project groups for all Watered Gardens Ministry locations.
- Receive and respond to tour inquiries, and Work with the Director of Mission Operations to schedule and organize tours for all Watered Gardens Ministry locations.
- Assist with special projects as needed.

ORGANIZATIONAL RELATIONSHIPS

Director of Mission Operations Executive Assistant reports directly to the Director of Mission Operations and the Executive Director.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Strong interpersonal skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficiency in Microsoft Office operation.
- Demonstrate ability and temperament to work with sensitive information.
- Time management and ability to meet deadlines.
- Ability to multitask.
- Problem-solving and decision making.
- Self-motivated, organized, and responsive.
- Timeliness/reliability.
- A servant's conduct.