



**TEAM:** Executive Team

**TITLE:** Executive Assistant

**REPORTS TO:** CEO

**CLASSIFICATION:** Part-Time (25–30 hours/week), On-site preferred

## **JOB SUMMARY**

The Executive Assistant serves as a trusted partner to the CEO, enabling focused leadership, effective decision-making and sustainable pace. This role protects and stewards the CEO's time, attention and energy so he can lead Joppa with clarity and effectiveness.

Working within Joppa's mission, values and entrepreneurial culture, the Executive Assistant manages communications, scheduling and administrative workflows while anticipating needs and proactively removing friction. This role requires exceptional judgment, discretion and relational intelligence, as the Executive Assistant often serves as a first point of contact for staff, board members, donors, partners and community leaders.

The ideal candidate views this role as a calling to serve with excellence, trustworthiness and care in support of mission-driven leadership.

## **ESSENTIAL FUNCTIONS**

### **Executive Support & Time Stewardship**

- Steward the CEO's calendar, prioritizing meetings to maximize focus and margin
- Coordinate schedules across stakeholders, including travel and prep time
- Anticipate needs and deadlines to keep the CEO ahead of key decisions
- Prepare meeting briefs, agendas and background materials
- Track follow-ups and commitments to ensure completion

### **Communications & Correspondence**

- Manage email, voicemail and message intake, responding or escalating as appropriate
- Support 3-3-3-Skip communications plan and donor relationship cadence
- Draft and edit correspondence aligned with Joppa's voice
- Communicate warmly and professionally on the CEO's behalf
- Ensure timely responses while protecting priorities

### **Meetings, Projects & Coordination**

- Coordinate meetings, logistics, agendas, notes and follow-up
- Support cross-functional or external special projects
- Track executive-level deadlines and deliverables
- Assist with board scheduling and materials



## **Administrative & Personal Assistance**

- Coordinate travel logistics and itineraries
- Support personal administrative needs that enhance effectiveness, including appointment scheduling, gift ordering, event coordination or errands as appropriate
- Conduct research to support decision-making
- Maintain organized digital records and files

## **PROFESSIONALISM, JUDGMENT & RELIABILITY**

- Exercise high confidentiality, discretion and sound judgment at all times
- Demonstrate integrity, humility and accountability
- Represent Joppa with warmth and professionalism
- Maintain appropriate boundaries and relational intelligence
- Demonstrate reliability, flexibility and responsiveness
- Remain calm and solution-oriented in a fast-paced entrepreneurial environment
- Support a culture of humility, accountability and mission-first service
- Demonstrate willingness to learn, grow and adapt as the role evolves
- Uphold Joppa's Code of Conduct and organizational policies
- Ability to pass a background check in accordance with standards

## **COLLABORATION & COMMUNICATION**

- Approachable, professional and relational demeanor
- Strong written and verbal communication skills with attention to detail and tone
- Ability to work independently while collaborating closely with leadership and staff
- Ability to receive feedback and adjust approach as needed
- Willingness to work flexible hours, including occasional evenings or weekends

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

- Minimum of 3-5 years of prior experience as executive assistant or senior administrative assistant
- Experience supporting senior leadership in a nonprofit, ministry or entrepreneurial organization strongly preferred

### **Skills & Competencies**

- Exceptional organizational and time-management skills
- Excellent written and verbal communication skills, including strong grammar and punctuation
- High attention to detail and follow-through
- Strong relational intelligence and customer-service mindset
- Comfort navigating ambiguity and changing priorities
- Proficiency with Microsoft 365, Teams and calendar management tools
- Familiarity with CRM systems, AI tools and MacOS preferred