



Kingdom Builder's Family Life Center Announcement of Open Position

Executive Assistant

Posted: August 23, 2020

Position will start January 1, 2021

Salary: \$36,000 + Benefits Package is available

Reporting to the Executive Director

Classification: Regular, Full Time (40 hours), Exempt

Deadline: Open until filled

To get an application please visit our website at www.kingdombuildersfamilylifecenter.org

Submit a cover letter, resume, and an employment application: careers@kingdombuildersfamilylifecenter.org

Position Summary:

Kingdom Builder's Family Life Center is seeking a Personal Assistant to the Executive Director who will be responsible for providing support to the Executive Director. On behalf of the Executive Director, the Personal Assistant will communicate with others outside and inside the organization, will manage busy schedules, and will complete complex administrative tasks. An ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks. This person must be exceedingly well organized, highly flexible and enjoy challenges. This role is challenging but will provide a wide variety of experiences. This Executive Director highly values proactiveness and is looking for someone eager to learn and take on ever increasing responsibility. It is an exciting role, no day is the same. The successful candidate will enjoy both engaging high-level relationships one minute and getting the details right the next. Diligence, optimism, and a sense of humor towards life and work are essential.

Education/Experience:

- Experience providing social service to families and people who are victims of crime.
- Demonstrate a willingness to work extra hours in order to get the job done.
- Experience developing and conducting life skills or educational classes to adults and children is preferred.
- Assist primarily the Executive Director with organizational, financial and personal administration on a daily basis
- Be friendly and personable while managing heavy communications and calendar scheduling (requiring interaction with both internal and external executives and assistants, as well as consultants, clients, co-workers and the general public) to coordinate various complex meetings
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Lead short-term projects and initiatives as requested by the Executive Director
- Respect the need for confidentiality and sensitivity of information
- Have a proven ability to exercise good judgment in recognizing the scope of authority
- Personal/professional management and organizational skills.
- Strong communication skills (both written and oral) and good interpersonal behavior skills.
- Proficient computer skills with experience in data entry into case management system.
- Ability to develop priorities, set goals and meet deadlines.
- Knowledge of the social service system in Colorado Springs preferred, but not required.
- Ability to work within a team environment.
- Must have valid driver's license, current personal auto insurance as required by law, and clean driving record.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

Qualifications

ESSENTIAL REQUIREMENTS

- Bachelors' degree preferred
- 5+ years' work experience in administrative and personal assistant roles at the executive level
- Excellent attention to detail, accuracy, and quality
- Excellent written and verbal English communication skills
- Ability to maintain calendars and schedule appointments
- Ability to compose and edit written materials, translation experience is a plus
- Ability to work easily and effectively with a wide range of people
- Able to manage multiple projects and responsibilities at once; ability to meet deadlines
- Ability to be flexible and exercise sound judgment
- Ability to work flexible hours and on weekends as needed
- Possesses time/organization/stress management skills

KBFLC is a drug free workplace and equal opportunity employer. It is the policy of KBFLC to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability, or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although everyone has a different potential, we all do better when we have an equal opportunity to succeed.

How to apply: submit cover letter and resume to info@kingdombuildersfamilylifecenter.org.

You can also apply online at: www.kingdombuildersfamilylifecenter.org