



Executive Assistant
Crossfire Ministries, Inc.
Colorado Springs, CO

Job Title: Executive Assistant

Reports to: Executive Director

Job Description:

Our growing and expanding ministry organization is seeking to hire an Executive Assistant to provide support for our Executive Director. This is a great opportunity to develop working relationships within the Ministry and in the local community and to contribute to the overall efficiency of the organization.

The Executive Assistant will perform a wide range of administrative and office support activities, create graphics for internal and external promotions and assist the Executive Director in facilitating in the efficient operations of Crossfire Ministries.

This professional must be an excellent organizer with great communication skills and have a passion for outreach and service.

All required responsibilities and activities are to be done in support of and in agreement with the mission and "heart" of the work done at Crossfire Ministries, and in adherence with their values, being able to convey its purpose to others.



Job Responsibilities and Duties:

Assist the Executive Director with daily administrative duties.

Serve as an ambassador for the Executive Director and Crossfire Ministries.

Maintain an efficient and organized filing system, including contact lists, and any other pertinent information for the Executive Director.

Organize materials and prepare for upcoming meetings and events as assigned.

Communicate both within the ministry and to the community to successfully complete the administrative needs as requested.

Manage and eliminate interruptions. Answer and direct phone calls, filter-out unnecessary emails and distractions for the Executive Director.

File expense reports, invoices and other routine documentation.

Prioritize and plan daily tasks and commitments (calendar).

Schedule and manage work-related travel arrangements.

Maintain spreadsheets and databases.

Draft and create memos and reports.

Create graphics, power-point presentations, invitations and flyers as needed.

Other duties as assigned.

Job Qualifications and Skills:

Must have a personal relationship with Jesus Christ and agree with our core values.

Must possess and share a passion for loving God and loving people... the heart of the ministry.

Proficient in Word, Excel, PowerPoint, Social Media, OneDrive, Google, and the Internet or a willingness to learn.

Proactive and self-directed starter; must function well with minimal supervision.

Related administrative experience.

Verbal and written communication skills.

Time management, detail-oriented and ability to meet deadlines.

Strong organizational skills and the ability to multitask.



Comfortable in a fast-paced, complex work environment

Strong interpersonal and relational skills

Confidentiality respectful

Work Hours:

This is a part time, 25 hours per week, job role. Could increase to full time, with continued growth of the ministry.

Hours can be flexible within the week; the majority of work hours will need to be performed Monday-Friday 8:00am-3:00pm.

Salary:

\$22,000 - \$24,000 annually; paid monthly

To Apply:

Please send resume to contact@crossfireministries.org or mail to Crossfire Ministries Attn: Renee Beebe 3975 N Academy Blvd. Colorado Springs, CO 80917 by May 31, 2024. Job will remain open until it is filled.