



JOB DESCRIPTION

Title: Executive Assistant

Immediate Supervisor: Executive Director (ED)

SUMMARY

Provide administrative support to the Executive Director of Christian Heritage. This is a paid position requiring a maximum average of about 10 hours per week. The duties are to be done in your home and on your own time frame as long as deadlines are met. These duties will be performed as a private contractor, not as an employee of Christian Heritage.

TIME REQUIREMENT

Minimum Term Commitment: 2-3 years

QUALIFICATIONS

1. The applicant must have excellent word processing, spreadsheet, and email skills (Word, Excel and Outlook)
2. Ability to write well
3. Superior organizational skills
4. Attention to detail
5. A positive attitude. Must be a team player
6. Self motivated
7. Goal oriented
8. Must be able to meet frequent deadlines
9. Must be able to give and receive directions and perform work activities as described
10. Must be able to work with minimal guidance or supervision
11. Ability to research and provide information/reports as requested
12. At times in may be necessary to work within time constraints

DUTIES AND RESPONSIBILITIES

1. Assist the Executive Director in day to day administrative and clerical functions e.g.
 - a. Make inquiries for ED via phone and/or email
 - b. Complete speaker contracts
 - c. Collect information for the Christian Heritage brochure and conference program
 - d. Assist with mailings
 - e. Many detail tasks as assigned
 - f. Assist with scheduling/rescheduling of board meetings.
 - g. Prepare Board Meeting materials.
2. Respond to phone calls e-mails in a timely manner
3. Develop and maintain an administrative "tickler" system for due dates, expiration dates, action dates
4. Complete occasional research projects

In order to be considered for the Executive Assistant Position please complete the application form.



Christian Heritage Executive Assistant Position Application

CHRISTIAN HERITAGE HOME EDUCATORS OF WASHINGTON is currently seeking a well qualified and committed individual to fill the position of Executive Assistant.

A job and qualifications description is also available with this application. If you have read and carefully considered the qualifications of this position and believe the Lord might have you take on this responsibility, please complete the following form and return it by mail or e-mail to:

Neil Craig, Christian Heritage Executive Director
11716 S. Player Drive
Spokane, WA 99223
nc@ChristianHeritageOnline.org
For questions e-mail or call: 360-362-5294

PERSONAL INFORMATION (please answer all that are applicable)

Name _____ Date _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____

Single - Homeschooled Other _____

Married - Number of Children _____ Ages of Children _____

Currently homeschooling your children Parent whose children have graduated from homeschool

Other _____

Do you currently have time available for these responsibilities without compromising your other Biblical responsibilities and commitments? _____

Can you commit, Lord willing, to filling this position for 2-3 years? _____

Is your spouse *or* are your parents (if applicable) in full agreement with you seeking this position? _____

REFERENCES

Name _____ **Date** _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____ Relationship to you _____

Name _____ **Date** _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____ Relationship to you _____

Name _____ **Date** _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____ Relationship to you _____