



**Job Title:** Executive Assistant  
**Location:** Houston, TX  
**Type:** Salaried, Full-Time  
**Reporting to:** Chief Executive Officer

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## WHO WE ARE

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

## JOB SUMMARY

Performs administrative duties for executive management (CEO, CFO, CDO). Duties may be project-based as well as administrative and may include liaising with board members and donors; making travel, meeting and event arrangements; managing the CEO's calendar; preparing reports and financial data; and managing correspondence.

## KEY TASKS AND RESPONSIBILITIES

### EXECUTIVE SUPPORT

- Provides daily organizational support to the CEO, including daily and weekly lists of meetings, calls, and priorities. Makes appointments and manages calendar for CEO; sends reminders and makes reservations.
- Assists CEO in meeting preparation by pulling reports and/or doing research.
- Coordinates with Communications, IT, and other departments in advance of meetings or travel to ensure CEO has necessary AV, printed, and other materials.
- Manages donor relations projects on outreach on behalf of the CEO, such as year-end gifts and communications related to sympathy, illness, and celebration.
- Provides administrative support to the CFO and CDO.
- Creates new contacts and keep records of important meetings in Salesforce and Prospect Tracking spreadsheet.
- Assists executive management with travel arrangements for them or guests. Coordinates travel logistics and agenda with staff in Guatemala.
- Processes expense reports monthly.

### BOARD SUPPORT

- Provides administrative support to the CEO and the board. Tasks include, but are not limited to, annual update of contact information, creation of annual orientation binders for new board members, bimonthly CEO Report to the board.
- Upon request of the CEO, communicates with board members via phone and email.
- Works with the board Secretary prior to each meeting on the RSVP process, as well distribution of the Board Report, minutes, agendas, and other related materials.
- Provides logistical support for board meetings, including ordering of catering, preparation of AV materials, reservation of rooms, and completion of all logistical details necessary.
- Prepares for board committee meetings, including AV, set-up, food orders, and any other preparations.

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#### GENERAL OFFICE SUPPORT

- Answers telephone and responds to general inquiries.
- Picks up daily mail and distributes to appropriate departments.
- Manages any maintenance need of the office and arranges for electronic equipment repair as needed, making sure that printers always have paper and ink/toner.
- Maintains postal meter account and ensures adequate postage is available.
- Purchases office supplies; keeps media and supplies closet neat and organized.
- Maintains office clear of clutter, especially office entrance.
- Assists with other administrative tasks as needed.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited university
- A minimum of 5 years progressive experience.
- Strong English language skills including excellent presentation and writing skills.
- Proficiency in Microsoft Products.
- Proficiency in Salesforce a plus.
- Proficiency in Spanish a plus.

A leading candidate will have the following competencies:

- Possess the highest level of proven organizational skills.
- Thrive in a dynamic environment with frequent concurrent deadlines.
- Be able to motivate others in a collaborative environment using diplomacy and tact.
- Possess the ability to work well independently with minimal supervision.