

## Executive Assistant

**Job Status:** Full time

**Reports to:** Rob Roozeboom, Founder & President

**Updated:** October 2022

### Primary Objectives of Position

Provide administrative and support services to the Founder and President of RISE Ministries.

### Core Competencies:

- + Well organized and able to coordinate several tasks simultaneously, with great attention to detail.
- + Proficient in Google calendar, Google docs, Numbers (Excel), and Pages (Word).
- + Professional communication and demeanor in person, on the telephone and in written communication.
- + Cares deeply about helping employer move through the day by being available and removing obstacles.
- + Ability to lift up to 180lbs to move employer from wheelchair to standing position, car to wheelchair, etc.
- + Positive attitude and demeanor.
- + Ability to work independently with little supervision.
- + Flexible and adaptable to changing environments, observant of surroundings.
- + Follower of Jesus Christ and in agreement with Rise Ministries Statement of faith.

### Key Responsibilities:

#### + Administration

- o Maintain calendars and schedule appointments ensuring all details are set for the President.
- o Coordinate all travel and hotel arrangements and prepare itineraries.
- o Handle all requests for information and requests for speaking engagements.
- o Schedule meetings, follow ups, transcribe notes, and send appropriate summaries.
- o Keep all necessary informational and promotional documents prepared and stocked.
- o Problem solve and strategize to better streamline communication and organizational processes to keep the President connected to the Team.

#### + Personal Care Assistance

- o Actively think through and anticipate Rob's needs to establish a seamless working environment for Rob.
- o Ensure vehicle and path to vehicle is prepared and ready for Rob.
- o Work with the Executive Assistant (if applicable) to know Rob's schedule and help keep him on track and ready for what the day holds.

#### + Public Relations

- o Work closely with the President on engagement schedules and travel.
- o Schedule meetings and follow up with outside organizations, churches, and consulting firms to aid in the growth of Rob's platform as a national speaker.
- o Work with a publishing company on meeting scheduling and deliverables for Rob's book.

#### + Organizational Responsibilities

- o A follower of Jesus Christ and in agreement with the RISE Statement of Faith, mission and values.
- o Develop strong relationships and work in cooperation with other RISE team members.
- o Professional demeanor and approach and behavior consistent with the standards contained in RISE manuals where applicable (i.e. Employee Manual, Financial Management Policy, etc.).

#### + Other Responsibilities

- o Engage in personal and team development opportunities presented by RISE Leadership.
- o Follow all policies and procedures outlined in RISE manuals.
- o Engagement with the RISE vision, mission and values.
- o Other duties and responsibilities as assigned by the President.