

STATUS	TITLE	SUPERVISOR	FT OR PT	OPENED DATE	JOB DESCRIPTION
OPEN	Extended Day Assistant	DeShuan Mills	PT	6/27/2019	Providence School Extended Day program is looking for Extended Day Assistants to assist in after school care beginning in August for the 2019/2020 school year. Hours are from 2:30-6:00pm Monday, Tuesday, Thursday & Friday and 2:00pm - 6:00pm on early release Wednesdays. Childcare experience and genuine love for children required.
OPEN	Executive Administrative Assistant	Glenn Wilkes	FT	10/30/2019	<p>Position Summary: Reporting directly to the Senior Executive Administrator, the Executive Assistant will be experienced in handling a wide range of administrative and executive-related tasks, and should be able to work independently with little or no supervision. The Executive Assistant will be a highly resourceful team-player, who is comfortable working in a fast-paced environment, sometimes under pressure, while remaining flexible, proactive and efficient. The individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.</p> <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • A background in construction or engineering contracts and paperwork is preferred, some level of experience is very important. • Excellent verbal, written and report presentation skills are essential. • Polished professional having significant experience (minimum 3 years) as an Executive Assistant. • High level of professionalism and demonstrated ability to handle confidential information accordingly is crucial in this role. • Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. • Crucial skills; excellent filing with file organizational skill. Blue print and plan organizational skills. • Strong sense of teamwork. • Can operate independently and remotely from a supervisor. • Advanced PC skills in Microsoft Office, including Word, PowerPoint and Excel. • Proficient with technology including mobile devices.

Qualifications:

At least 5 years executive administrative experience; Must be proficient in Microsoft Office (Word, Power Point and Excel); Excellent written and verbal communication skills; Prior experience in taking Minutes of Board meetings; Excellent organization skills; Ability to work independently

Job Duties:

Support Bishop Zink in his position as Apostolic Overseer, in the following areas:

New Life Christian Fellowship and Providence School Board

Areas of Responsibility include New Life Christian Fellowship (NLCF) and Providence School Board:

- Assists the Vice-President and Apostolic Overseer of New Life Christian Fellowship in his involvement with:

NLCF Corporate Board Meetings; Executive Committee Meetings; Appointment requests

- Travel:

Missions trips (including international travel); Speaking engagements; Conferences; Board meetings

- Local initiatives involving other churches; Israel Tours in conjunction with senior pastor

Providence School Board

- Assists the Chairman of the Board with all duties related to Providence School Board to include:

Maintaining Providence School Board corporate files; Maintaining Board Governance Manual including all amendments/resolutions; Preparing communications on behalf of Chairman of the Board (polls, emails, letters); Communicating with Board Members and Head of School when needed; Organizing and preparing agenda for regular and special School Board meetings; Attending School Board meetings; Recording and taking minutes of School Board meetings; Finalizing and distributing Minutes to School Board; Preparing all Minutes and polls for year-end audits; Assisting with School Board documentation for Accreditation as required; Other School Board administrative support as needed; Assisting Vice-Chairman of the Board with tasks as requested

Ability to communicate effectively, verbal and written, self-starter, flexibility to adjust to work schedule as needed.