

As an ambassador of Jesus Christ, the Executive Assistant assists the CEO with day-to-day business-related functions, creates a positive first impression by welcoming guests and taking phone calls for the CEO, and manages tasks related to assisting donors and staff. The Executive Assistant is skilled at multi-tasking, organization, managing schedules and pivoting when needed as events and donor relations ebb and flow for the CEO.

Reports to: CEO

- FLSA Status and Job Classification: Full time, Non-exempt
- 36-40 hours per week. Willing to work overtime for special projects or events.
- Pay Scale (depends on experience): \$20 to \$24.50 an hour.
- Benefits include vacation time, holiday pay and flexible schedule.

Qualifications

1. Be a committed Christian who demonstrates a strong personal relationship with Jesus Christ as their Savior and Lord and actively attends a Bible believing church.
2. Exhibit strong commitment to and passion for the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Core Beliefs, Statement of Faith, Christian values, and policies of You Medical.
4. Have personal prayer team support.
5. Be able to respect and keep information confidential.
6. Be dependable, stable, and able to follow through on commitments.
7. Exhibits social aptitude, situational awareness, and conversational skill.
8. Exhibit a sincere desire to reach out with the love of Jesus to all people.
9. Be familiar with scripture pertaining to the sanctity of life, forgiveness, and salvation.
10. Commit to a position for at least a year by having the available time to be dependable.
11. General computer knowledge and use of a computer.
12. High School Diploma or equivalent.
13. Able to pass a background check.
14. Have reliable transportation, including availability to drive to locations for mobile services or other needs or the organization.
15. Experience in administrative support or executive assistance to ensure efficiency, discretion, and organization.
16. Demonstrated experience in a fast-paced administrative or executive support role is needed to successfully manage priorities and workflows.
17. Previous experience supporting leadership is essential for handling confidential information, scheduling, and operational coordination.
18. Minimum age requirement 18.
19. Knowledge of Pregnancy Medical Clinic helpful.

Administrative Skills

1. Demonstrates proficiency in Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint or Canva for presentations and documents.
2. Ability to maintain and manages information and task lists with accuracy in data entry, reporting, and tracking and excellent follow up.
3. Prepares, edits, and proofreads documents including policies, procedures, reports, letters, and emails with strong attention to detail. Ability to use MS Word to track changes and maintain record of changes for historical purposes.

4. Manages calendars, schedules, and appointments efficiently, including coordination of meetings and conference spaces. Manages CEO's calendar with authority and confidence.
5. Performs routine administrative and clerical tasks including filing, organizing, copying, and maintaining office systems including electronic files.
6. Coordinates office operations such as supply management, inventory control, and vendor scheduling for facility or equipment needs.
7. Utilizes office equipment and technology including phone systems, videoconferencing platforms, and general office tools.
8. Conducts basic research and gathers information to support organizational and executive needs.
9. Demonstrates efficient keyboarding and computer skills to complete tasks accurately and in a timely manner.
10. Demonstrates a strong work ethic by being dependable, punctual, and committed to performing job responsibilities with excellence and integrity. Has a capacity to work evenings and Fridays when necessary to complete tasks.
11. Communicates effectively both verbally and in writing with staff, clients, donors, volunteers, and community partners.
12. Practices strong listening skills by accurately receiving, interpreting, and responding to information and instructions. Follows up efficiently, keeping the CEO comprised of task lists for the CEO and the organization.
13. Maintains a positive, professional, and service-oriented attitude in all interactions, both in person and over the phone.
14. Demonstrates critical thinking and problem-solving skills by assessing situations, identifying priorities, and developing appropriate solutions. Able to complete tasks with little direction or coaching.
15. Manages time effectively by organizing tasks, meeting deadlines, and prioritizing responsibilities appropriately.
16. Works collaboratively as a team player, supporting staff and contributing to a unified and effective work environment. Ensure the office is running smoothly and notifies CEO when issues arise.
17. Demonstrates adaptability and flexibility in response to changing priorities, staffing needs, and organizational demands. Accepts and thrives in an ever-changing environment.
18. Exercises discretion and sound judgment in handling confidential and sensitive information.

Example of Administrative Tasks

1. Maintain CEO and others email, calendars, schedule appointments, task lists, and tracking organizational, project and CEO needs.
2. Be the point person for the CEO/Executive office to receive requests, inquiries, follow ups on behalf of the CEO.
3. Ensure corporate documents are maintained for the organization, including preparing for board meetings and assisting the board with policies and procedures updates.
4. Maintain, coordinate, manage, and ensure all corporate filings and business tasks are completed each year. This includes Business license, CLIA license, DOT filings, corporate insurance, financial review, annual reports filings,
5. Maintain, coordinate, manage all employee and volunteer files ensuring that all required documentation of employment and training are maintained. Work with IT as well as update and maintain lists, access, and accounts when staff come and go including: Microsoft and Teams accounts, org chart, security door codes, insurance notifications, access to programs and databases, affiliate accounts, phone lists, emergency contacts, and any other access on behalf of You Medical.

6. Conduct new hire orientations with all new staff and volunteers to ensure all new hire paperwork is completed in accordance with laws with required citizen documentation, and ensure staff are oriented with the facility, safety, security, and where to find organizational documents, policies and procedures.
7. Act as the safety and security officer of the organization maintaining all security codes and keys for the organization and engaging staff in bi-annual facility walk through.
8. Maintain and coordinate all facility maintenance needs including lawn care, parking lot, weather damage, vandalism, security cameras, annual backflow prevention certification, lawn maintenance, contracts for roof cleaning and inspections, weed and insect control, HVAC, janitorial, including supplies, and all other proper maintenance inside and outside the physical building.
9. Assist in coordinating all employee training's and employee travel including purchasing meals, travel, hotel, and coordinating venues, while following company purchasing policies for requests, reimbursements and expense forms.

Executive Assistant Competencies

1. Supports executive leadership through proactive management of schedules, communications, and organizational priorities.
2. Anticipates needs, identifies potential challenges, and provides solutions to support the effectiveness of the CEO.
3. Tracks tasks, meetings, and action items across the organization to ensure follow-through and accountability.
4. Demonstrates a high level of professionalism in representing the CEO and the organization internally and externally.
5. Maintains awareness of organizational priorities and assists in guiding workflow and communication accordingly.

Other duties as assigned.

You Medical is a faith-based 501(c)(3) non-profit organization supported by the generosity of our community and was founded in our community in 1988.

Our clients receive quality medical care, free of charge or at low cost.

You Medical is a place where you can grow into the fullness of who you were called to be—including your job. We care for our people and equip them with tools to take on meaningful work to serve our community.