



Executive Assistant to the President & CEO

Mission Statement for Rainbow Acres

Rainbow Acres provides a unique Christian community dedicated to enhancing the quality of life for adults developmental disabilities by assisting each individual to achieve mental, physical, social, vocational and spiritual growth to their fullest potential. Rainbow Acres is an independent not-for-profit Christian ministry related to the American Baptist Church in the USA. Established in 1973, Rainbow provides a residential community to fulfill its mission. An independent, self-perpetuating Board of Trustees from Arizona and across the nation governs the ministry.

Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with sensitivity to the needs of the Ranchers.

Job Title: Executive Assistant to the President/CEO

Department: Administration

Reports to: President/CEO

Prepared Date: Sept 2014

Summary: Under the direct supervision of the President/CEO this position provides administrative and secretarial support for the President/CEO and department. In addition to typing, filing and scheduling, performs duties such as financial record keeping, coordination of meetings and conferences, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload.

Minimum Professional Requirements:

Must have 5+ years experience assisting at executive level, formal training in office procedures and use of office equipment. The ability to communicate accurately and clearly both orally and in writing; pleasant telephone manner; able to think on feet when dealing with callers; customer service oriented can do approach to work. Knowledge of computers; specifically, experience in Microsoft Office is required. Must have superior organizational skills and accuracy, excellent problem solving and people skills also required.

PROFESSIONAL RESPONSIBILITIES

- Assist the President in developing and maintaining appointment schedule for both internal and external constituencies for the efficient and effective conduct of business.
- Coordinate all communications (electronic, telephone and printed correspondence) of the President's office. Create and maintain permanent record of all internal and external communications of the President's office. Assist the President in acknowledging birthdays, anniversaries and other special occasions in the lives of Rainbow Ranchers, staff, trustees, and friends. Assist the President in sending remembrances to Ranchers, Staff, Volunteers and Trustees during hospitalization and bereavement.
- Coordinate the timely and effective communication of the President's Office with the Rainbow Acres Board of Trustees, including preparation of Board agendas and information packets prior to each Board meeting and special meetings of the Executive Committee or standing committees. Attend all meetings of the Board and serve as Assistant Secretary to the Secretary of the Board of Trustees.



- Maintain all Rainbow Acres corporate records, including Board of Trustee minutes and records and other management materials deemed important for the well being of the organization.
- Coordinate arrangements and communication for the President with the Board of Distinguished Visitors, Parents Meetings, and other groups working with/on behalf of Rainbow Acres.
- Assist in the development and coordination of a Rainbow Ambassadors Program.
- Participate in the President's Cabinet and President's Council and keep minutes of these regular management meetings.
- Assist the President in developing timely, efficient and cost effective travel arrangements.
- Represent the President in day-to-day management communications, day-to-day constituent relations in the President's absence.
- Other duties as assigned by the President.

Communicates with President's Cabinet, the Chairman of Board and other Board members, on behalf of the President and CEO, as directed.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel; and talk; or hear. The employee is required to sit for long periods of time. The employee may be required lift and/or move more than 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

Member of the President's Cabinet