



## POSITION DESCRIPTION

*“To glorify God by providing a continuum of care and services that demonstrates the love and compassion of Jesus Christ.”*

**Job Title:** Executive Assistant  
**Department:** Administration  
**Status:** Full-Time

**Date:** January 2025  
**Reports To:** CEO  
**FLSA Status:** Exempt

**Position Summary:** Resthaven is seeking an organized, proactive, and compassionate *Executive Assistant* to support our leadership team. This role is critical in ensuring smooth operations and strategic execution of our mission to provide exceptional senior living services. As an Executive Assistant, you will partner closely with the CEO and other executives, managing administrative tasks, facilitating communication, and coordinating key initiatives to advance Resthaven’s mission and values.

### Key Responsibilities:

- **Executive Support:** Provide high-level administrative support to the CEO and executive team, including managing calendars, scheduling meetings, and preparing agendas, reports, and presentations.
- **Board Liaison:** Coordinate communications, meeting logistics, and materials for Resthaven’s Board of Directors. Accurately record and distribute minutes, ensuring follow-up on action items.
- **Project Coordination:** Assist in planning and executing special projects and organizational initiatives, ensuring timely completion and alignment with strategic goals.
- **Communication Management:** Screen and prioritize correspondence, draft responses, and ensure effective communication flow within and outside the organization.
- **Office Operations:** Maintain organizational files, oversee office supply management, and collaborate with other staff to support administrative needs.
- **Event Coordination:** Organize internal and external events, such as leadership retreats, donor meetings, and community engagement activities.
- **Confidentiality and Integrity:** Uphold the utmost confidentiality and professionalism in handling sensitive information and decision-making processes.

- **Financial Administrative Support:** Assist with accounts payable and other financial administrative tasks as needed.

### **Qualifications:**

- **Education:** Associates or Bachelor's preferred
- **Experience:** 3 or more years experience serving in an executive assistant or similar role.

### **Skills:**

- Organizational skills – Ability to manage schedules, prioritize tasks, and maintain order
- Communication skills – Clear written and verbal communication with clients and team members.
- Time management – Efficiently handling multiple tasks and deadlines.
- Attention to detail – Ensuring accuracy in data entry, document preparation, and task completion.
- Proficiency in office software – Familiarity with Outlook, email, and scheduling tools.
- Problem-solving – Ability to address and resolve issues independently.
- Customer service – Managing inquiries and providing support professionally.
- Confidentiality – Handling sensitive information with discretion and trust.

**Physical Demands & Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Requests for reasonable accommodations may be made through Human Resources to enable individuals with disabilities to perform the essential functions.

- The employee is required to sit for prolonged periods of time; have the ability to utilize telecommunications; communicate fluently verbally and/or through written communications
- The employee is required to maintain a physical presence in the administrative office.
- The employee is required to lift 30 pounds.

**Sign-off:** I have received, read and understand the above job description. I acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodations. I agree to perform the functions of this position in a safe manner and in accordance with the established policies and procedures of Resthaven.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_