



## **Position Profile**

Executive Director Assistant (Full-Time)

Reports To: Executive Director

## **Purpose**

Assist, resource and come alongside the Executive Director to help in the coordination of responsibilities of the Executive Director's office, in the areas of Creative, Central Ministries and Expansion.

## **Skills & Abilities**

- A team player capable of fostering relational influence
- Strong in developing and executing systems
- Strong in executing events and strategies with attention to detail
- Ability to deal with confidential information without disclosure or conflict
- Commitment to embody and champion the vision of Cross Point, the multi-site strategy and the Cross Point staff values

## **Primary Responsibilities**

- Manage the Executive Director's calendar functioning as the primary contact person for meetings and other schedule commitments.
- Manage all forms of correspondence.
- Support the Executive Director by performing general administrative tasks, meeting prep, documentation of meetings with action items, and follow up.
- Assist Executive Director in data collection that helps inform analytics for future expansion.
- Help execute new expansion projects, such as new campus launches.
- Manage the purchasing process and invoicing details for campus expansion.
- Be the liaison between the Executive Director, Director of Ideation and outside contractors and vendors for current campus expansion, as well as new campus launches.