



CROSSPURPOSE

Administrative Assistant for Spiritual Development 2024 Job Description

Scope and Position Responsibilities: This Administrative Assistant will provide crucial support to the VP of Spiritual Development, the Director of Clinical Training & Supervision, and multiple clinical Counselors, contributing to the overall mission of empowering individuals in the CrossPurpose Leader programs. This person will assist in scheduling, communication coordination, meeting preparation, and department management. He/she will maintain timely day-to-day communication and coordination in order to empower the Spiritual Development team to operate at full strategic capacity.

Department: Spiritual Development
Supervisor: VP of SPiritual Development
Direct Reports: 0
Indirect Reports: 0

Major Areas of Responsibility

- **Administrative Support:**
 - Manage and coordinate calendars, appointments, and scheduling for the VP of Spiritual Development, the Director of Clinical Training & Supervision, and Counselors.
 - Coordinate and organize meetings, conferences, and events, ensuring all logistical details are handled efficiently.
 - Prepare and distribute agendas, minutes, and other documentation for departmental meetings.
- **Communication:**
 - Act as a liaison between the Spiritual Development Department and internal/external stakeholders.
 - Draft, edit, and proofread correspondence, reports, and presentations on behalf of the team.
 - Manage departmental emails and respond to inquiries in a timely and professional manner.
- **Data Management:**
 - Maintain accurate and up-to-date records, databases, and filing systems for the department.
 - Assist in tracking and reporting on key performance indicators and outcomes related to the Spiritual Development programs.



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- **Project Coordination:**
 - Support the execution of various projects within the Spiritual Development Department.
 - Collaborate with team members to ensure project timelines and deliverables are met.
- **Resource Management:**
 - Assist in the management of departmental budgets, expenses, and financial documentation.
- **Other duties as assigned**

Qualifications

- Bachelor's degree in office administration, communications or related field preferred
- 3-5 years of experience providing administrative support to executive-level leaders preferred
- Strong ability to communicate thoughtfully and effectively to a wide variety of audiences
- Highly professional written and verbal communication skills
- Ability to protect and appropriately handle confidential information
- Extremely detail oriented and organized, must be excellent with follow up and follow through
- Ability to work independently and collaboratively within a team.
- Ability to problem-solve, multi-task, complete work on time and work independently
- Proficient in Google G Suite and other software.
- Deep passion for the CrossPurpose mission and values.
- Must provide a working laptop (PC preferred) and smartphone.

Hours, Compensation and Benefits

Hours: 40 hours/week: Monday - Friday 8:00am - 5:00pm, occasional other hours as scheduled.

Salary/Wage : \$55,000 - \$66,000 annually

Performance Bonus: Up to 5% of salary

Vacation: 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short term disability, long term disability

These and other benefits are discussed in more detail in our Employee Handbook.



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