



# Executive Assistant

The Factory Ministries

**Job Title:** Executive Assistant  
**Reports to:** Executive Director  
**Classification:**  
**Salary Range:**  
**Schedule:**

## Overview of The Factory Ministries

The Factory Ministries is a Christian social service agency that is committed to serving individuals facing poverty within the Eastern Lancaster County area. The Factory exist to empower people, connect resources, and build community. To The Factory, everyone's journey matters!

## Job Overview

The Executive Assistant serves the mission of The Factory by better enabling the Executive Director to advance The Factories initiatives and goals. The EA will filter and attend to day-to-day functions that are part of the Executive Director's role so that the ED can focus on overall organizational alignment (mission, values, vision), strategy and sustainable organizational growth and health.

## Duties and Responsibilities

- **1.) Communication:** Serves as a key point of contact for both internal and external communication with the Executive Director. *Scheduling, reviewing, prioritizing, & responding.*
  - Manages information flow in a timely and accurate manner.
  - Manages the Executive Director's calendar.
  - Manages the Executive Director's email inbox.
  - Writes and prepares emails, memos, presentations, reports, etc. for the Executive Director.
- **2.) Administrative:** Support the Executive Director with day-to-day functions and tasks that help to keep him or her organized and more available.
  - Researching and organizing data to prepare documents, presentations, grants, etc.
  - Help in preparation of and for meetings.
  - Scanning, copying, mailing and other office functions.
  - Attend and notate key meetings.
- **3.) Project manage:** Help the Executive Director see projects through to completion.
  - Actively look for and take task from the Executive Director.
  - Manage project timelines and deadlines that the Executive Director is responsible for.



### **Qualifications**

- Follower of Jesus
- Strong interpersonal / relational skill set.
- Excellent verbal and written communication skills.
- Healthy understanding of boundaries – can give a strong & healthy no.
- Organized with time management skills.
- Excellent MS office knowledge.
- Able to act without guidance - proactive.
- Flexible (expectations can change day to day).
- Ability to hold confidentiality.
- 1-3 years' experience as an EA or similar role.

### **Direct Reports**

None

