Executive Assistant

Scope & Purpose

The Executive Assistant (EA) of Mobile Loaves & Fishes (MLF) is a vital member of the team, providing daily support to the CEO and President of the organization. Key responsibilities include providing confidential executive and administrative support, proactively managing calendars and email, and acting as a gatekeeper for all requests; serving as the primary administrative liaison between the CEO and President and the Board of Directors, Board Committees, and the general public; and ensuring that all important information is documented in Salesforce. The Executive Assistant sets a standard for an exceptional level of professionalism and stewardship both internally and externally.

The Executive Assistant will also assist the Relationship Strategy Team in the implementation of the donor relations strategy. This strategy is centered around connecting human to human, heart to heart with those who believe in MLF’s vision, mission, values, and goals.

This is a full-time, 40 hours per week non-exempt position reporting to the President. Due to the nature and requirements of the position, hours are flexible to fit need, but typically include 8am-5pm Monday-Friday. Some nights and weekends may be required. The Executive Assistant will office at Community First! Village located at 9301 Hog Eye Road, Austin, TX 78724.

Please email resume and cover letter to hr@mlf.org.

Duties & Responsibilities

Executive Support

- Complete a broad variety of administrative tasks for the CEO and President including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence; coordinating supply orders; arranging travel; and compiling documents for meetings
- Brief executives on daily schedule and prepare all necessary information prior to meetings, events, or speaking engagements
- Work closely and effectively with the CEO and President to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Communicate directly, and on behalf of the CEO and President, with Board members, staff members, donors, and the general public
- Work with the Relationship Strategy Team to implement the donor relations strategy connecting individuals, churches, and organizations to MLF’s vision and mission
- Order food, set-up, and oversee all preparations for donor meetings, meals, and gatherings
- Coordinate speaking engagements for the CEO and President
- Manage, track, and report on the status of projects
- Document all meetings, tours, and correspondence in Salesforce
- Prioritize conflicting needs, handling matters expeditiously and proactively, often with deadline pressures
Board Support
- Serve as a liaison between the CEO and President and the MLF Board of Directors
- Prepare for Board meetings by printing agendas, minutes, and other documents
- Take minutes at Board meetings
- Maintain all Board of Directors documentation, including signed minutes, agendas and financial documents on a monthly/annual basis as required for MLF’s annual audit
- Assist with scheduling and preparations for monthly Board meetings, committee meetings, and annual Board Retreat

General Organizational Support
- Manage the weekly process of ordering office and kitchen supplies
- Ensure that the office supply closet, workstation, and staff kitchen remain stocked and well organized
- Lock and secure the upstairs office and conference rooms daily upon leaving
- Other projects and duties as assigned by the CEO and President to fulfill the mission & vision of Mobile Loaves & Fishes

Knowledge Skills & Abilities
The successful candidate will be passionate and knowledgeable about the nonprofit/social sector and MLF’s vision, mission, core values and goals in particular.

- Commitment to serving those who have experienced homelessness and personal alignment with MLF’s vision, mission, core values, and goals. MLF is a faith-based organization with its ideals and philosophy coming directly from the Gospel of Jesus Christ.
- Five or more years of advanced administrative support assisting executives and/or senior management
- Three or more years of experience in scheduling and complex daily calendar management for executive leaders
- Strong organizational skills with meticulous attention to detail
- Significant experience working with the public in person and via telephone
- Significant experience drafting responses for routine and non-routine correspondence in the form of emails, letters, memos, forms, and reports
- Excellent interpersonal and written communication skills
- Energetic and driven with a positive “Yes, And” attitude
- Ability to work independently in a fast-paced, dynamic environment
- Strong emotional intelligence with a deep understanding of the confidentiality, discretion, and diplomacy required in an EA role
- The ability to function professionally under pressure, while managing multiple concurrent projects and deadlines
- Tech savvy with familiarity with administrative software tools, particularly Microsoft Office and the Google Suite, and the ability to quickly learn and use new systems

MLF PURPOSE/VISION
We empower communities into a lifestyle of service with the homeless.

MLF MISSION
We provide food and clothing, cultivate community and promote dignity to our homeless brothers and sisters in need.
CORE VALUES
The vision is supported by core values centered on our belief that homelessness is the result of a profound, catastrophic loss of family:

- God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life
- By virtue of being created by God in His image, we are all called to live in community and relationship with Him through each other
- The family is the original cell of social life
- You shall love your neighbor as yourself
- All members of the human family are equal in dignity
- The Lord God took the man and settled him in the Garden of Eden to cultivate and care for it. Gen 2:15

GOALS
- Transform the way people view the stereotype of those who find themselves homeless
- To reconnect the homeless to self, family and community
- Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work
- To connect human to human, heart to heart through the fellowship of food and hospitality
- Inspire people into a lifestyle of abundance by giving their best first

GUIDING PRINCIPLES
These Guiding Principles are the basis upon which MLF team members make decisions, plan strategies, and interact with each other and our community. The principles define the kind of leaders we are striving to be.

| Yes, and...Positive Attitude | ● Looks for the positive in any situation  
|                            | ● Begins with yes, and looks for positive possibilities from a proposed idea  
|                            | ● Has a generally positive attitude |
| Semper Gumby (flexible/adaptable) | ● Adapts to big & small change well  
|                                | ● Can formulate alternative plans when things change  
|                                | ● Is teachable (learns from others) and willing to change |
| Relational | ● Develops numerous strong relationships with staff, neighbors & volunteers  
|               | ● Shows humility in his/her servant leadership  
|               | ● Looks for the good in others. Assumes the best in other’s intentions  
|               | ● Treats others with love & respect, including when talking about them to others  
|               | ● Works to proactively resolve conflict with others, goes directly to the person |
| Team Player | ● Puts MLF above himself/herself and his or her program  
|            | ● Depends on others to help with solutions  
|            | ● Brings strengths of the team together |
| Communicator | ● Keeps others informed of things going on in their program  
|              | ● Communicates effectively to staff, neighbors & volunteers  
|              | ● Resolves conflict well & in a timely manner |
| Multiplier | ● Delegates effectively to staff, contractors & volunteers  
<p>|             | ● Invests in developing staff, contractors &amp; volunteers |</p>
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<thead>
<tr>
<th>Good Steward</th>
<th>Dependable/Accountable</th>
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<tr>
<td>● Empowers staff, contractors &amp; volunteers so that their talents &amp; ideas are unleashed</td>
<td>● Sets reasonable deadlines &amp; meets them consistently</td>
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<td>● Stewards MLF physical resources (money, land, equipment, etc.) well</td>
<td>● Keeps others informed if they won’t meet a deadline</td>
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<tr>
<td>● Stewards MLF human resources well (staff, volunteers, donors, neighbors, &amp; board)</td>
<td>● Comes on time &amp; prepared for meetings</td>
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<td>● Takes care of one self physically, mentally, emotionally &amp; spiritually</td>
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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

MLF is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.