



JOB TITLE: Office Administrator/ Executive Assistant

REPORTS TO: FFPC President

HOURS: Full-time, Monday-Friday, with occasional evening responsibilities, a couple of weekend events, and out of town travel two times a year. This job would be in-person in our Orlando office only.

COMPENSATION: Salary commensurate with experience plus some benefits.

JOB PURPOSE:

The primary purpose of this position is to administrate the affairs of the office and increase the capacity of the President and act as the liaison, on behalf of the President, to constituents contacting the organization. The Executive Assistant (EA) must possess the ability to respond effectively and efficiently to challenges and opportunities with professional poise and demeanor and to represent the organization well. With a keen awareness of expectations and the ability to initiate and lead relevant processes and procedures, the EA will anticipate the needs of the President, both immediate and long-term, and take decisive action. The EA will also be required to cross-train with other FFPC administrative support staff and participate as an active part of the events team.

KEY RESPONSIBILITIES:

- Manage the President's calendar, schedule, and travel including setting and confirming appointments.
- Manage the President's meetings including, but not limited to; creation/distribution of agenda, meeting logistics, reminders, consolidation of presentation, note taking in team meetings, recording board meeting minutes, documenting/tracking action items, follow-up plans, etc.
- Processing incoming mail, donations, phone calls and other constituent communications.
- Administrate the affairs of the office including refilling postage meters, water delivery, landlord relations, copy machine maintenance, repairs, collecting bids for purchases, office supplies, etc..
- Participate actively as a member of the "events team" overseeing advanced registration and on site event registration.
- Record, transcribe, and distribute minutes of staff and board meetings as needed.
- Manage the President's corporate email account, incoming calls, and incoming/outgoing mail.
- Serve the President by becoming an advanced user of the constituent relationship management (CRM) database (FFPC uses Virtuosity) in order to track, maintain, and report on organization activities, constituents, and team performance.
- Process incoming donations online and mailed checks and enter data into CRM and coordinate with Bookkeeper.
- Responsible to maintain a document management system, including scanning paper

documents as needed and organizing electronic and paper files. • Handle and maintain confidential material relevant to the President and organization with utmost discretion and privacy.

- Assist the President and work closely with in matters pertaining to the FFPC Board of Directors. This includes, but is not limited to, maintaining the Board meeting schedule and invitations, logistics (food and conference room set-up), recording and distribution of Board meeting minutes, and maintenance of Board-related files and records.
- Manage any special projects on behalf of President and Executive Team as needed.
- Coordinate and monitor all exhibiting display table needs of the organization.
- Responsible to coordinate President's travel arrangements as well as all over-night or flight related travel arrangements on behalf of the organization.
- Maintain key information for the President on a general organization calendar in Outlook, and keep the President informed of general organization calendar items.

JOB QUALIFICATIONS/REQUIREMENTS:

Education, Skills, and Experience

- B.A. or B.S. degree-- English, Communications, or Business Administration preferred.
- Minimum four years of progressively responsible executive administrative experience.
- Ability to type 60 words per minute (wpm), 70 wpm preferred.
- High proficiency computer skills including:
 - o Microsoft Office, including Word, Outlook, Excel, Publisher, and PowerPoint.
 - o Ability to manage and synchronize President's calendar on three different devices
 - o Ability to master constituent relational management database system.
 - o Ability to manage data files, including, but not limited to, importing/exporting lists, filtering for criteria and comparing lists.
- Excellent time management and organizational skills, able to operate on a schedule
- Excellent written and verbal communication skills; ability to communicate effectively, thoroughly, and accurately.
- Ability to anticipate needs, prioritize, and achieve deadline goals with minimal supervision.
- Professional demeanor with a constituent relationship focus.
- Self-starter, motivated daily by a passion to see our work advance.
- Thrive in and enjoy working in a multi-tasking, fast-paced work environment; highly efficient.
- Ability to remain flexible with ever changing priorities.
- Ability to lift and carry up to 30 pounds.

Character/Spiritual

- Mature Christian, currently attending or pursuing attendance in a local church.
- Agreement with and adherence to FFPC's Statement of Faith and Statement of Values.
- Demonstrated commitment to FFPC's mission and position on core issues.
- Ability to work discreetly with confidential data. Trustworthy and responsible.
- A high level of professionalism. Exhibits strong leadership qualities with a servant heart qualities with a servant heart.

INSTRUCTIONS: IMPORTANT: Email resume and a cover letter with salary requirements to media@FLfamily.org or fax to 407-251-0023. **No Personal Phone Calls to the President or FFPC Staff Please.**