



Executive Assistant

Job Description

As the Executive Assistant to the Executive Director you will play an integral role in fulfilling the mission of YouthHope and ministering to youth in the Quad Cities through building and maintaining authentic relationships, evangelism, and holistic ministry. Help bring youth HOPE!

Primary Responsibilities

- Provide leadership, example, and lifestyle of Jesus Christ.
- Provide administrative support and help maximize productivity of the Executive Director.
- Support the Executive Director to build authentic relationships with donors, volunteers, schools, community organizations, YouthHope families, and staff.
- Engage the community on behalf of the Executive Director as a YouthHope staff and ambassador.

Position Duties for Executive Assistant

- Track activities, managing the Executive Director's calendar and schedule and sending task lists to the Executive Director.
- Help ensure follow-through of tasks from meetings.
- Schedule meetings for the Executive Director with staff and stakeholders as needed.
- Provide status and progress reports to the Executive Director and other executive team members as needed.
- Draft and send communications such as letters and follow-up emails as needed.
- Draft program explanations and marketing materials as needed to send to partner organizations.
- Assisting with special projects and events by coordinating resources and tracking progress.
- Assist the Executive Director with fundraising efforts, including sending follow-up emails and helping create a fundraising system for tracking pledges and follow up requirements over time.
- Help support the maintenance of the fundraising system for operational budget fundraising and for capital campaign fundraising.
- Be with the Executive Director for call time to donors and volunteers to provide accountability for follow-up.
- Help compose and send updates to donors and key stakeholders.
- Help regularly handle gratitude follow-ups with stakeholders by sending thank you cards and gifts.
- Managing documents and confidential information with appropriate discretion.
- Attend and participate in regular staff meetings with the team.
- Be a part of YouthHope for volunteer days, banquets, community, and special events.
- Perform duties as assigned by the Executive Director.

Position Requirements

- Committed Christian; called into urban ministry by God.
- Willing to work 10 hours a week.
- Able to work remote, with willingness to come into the Moline Center as needed.
- Member of or regularly attend a local Christian church within 10 miles of a YouthHope Youth Center.
- Participate in raising support for self and the ministry.
- Strong discernment and willingness to hold information as confidential.