



**Summary:** The Office Coordinator/Executive Assistant is responsible for the smooth running of the facility, providing hospitality to create a favorable brand experience for inquirers and visitors. The role also entails providing administrative support to the President/CEO and other Directors as needed, along with data and gift entry support in Salesforce. This role interacts with many staff and departments—being a champion of team-building and fostering a culture of joyful service and celebration is critical for success in this position.

**Essential Duties & Responsibilities:**

**Hospitality & Culture Champion**

- Greet office visitors and serve as primary intake of phone calls for routing
- Prepare conference rooms for meetings with external guests, global team visits, and other office events
- Arrange birthday and anniversary events, staff gatherings, cards, and other thoughtful gestures
- Read, reply, and route emails received in the [info@partnersworldwide.org](mailto:info@partnersworldwide.org) inbox

**Executive Assistant to the President/CEO**

- Coordinate logistics for travel plans and speaking engagements
- Assist with calendar and email management; schedule meetings with internal and external contacts
- Support the board of directors with recording meeting minutes and other communication on behalf of the President/CEO

**Fundraising and Data Management Support**

- Assist with data input, gift entry, grant tracking, and file management in Salesforce CRM and SharePoint systems for President/CEO and other teams as assigned
- Assist marketing and development teams with direct and electronic mail needs including surveys, mailings, collating materials, etc.

**Management of Facilities and Equipment**

- Office supply inventory, ordering, & coordination of vendor relationships
- Oversee office cleanliness & environmental stewardship practices; schedule routine cleaning & maintenance
- Manage teleconferencing equipment and virtual meeting set-ups
- Serve as administrator for phone system, maintain & troubleshoot copiers, printers, & postage meter
- Oversee facility exterior and property maintenance, repairs, and contractors
- Receive & distribute mail

**Events and Travel Support**

- Assist with logistic needs for local staff events, regional events, and international summit
- Schedule weekly staff standup meeting, global staff meetings, and staff events
- Coordinate and advise on visa and travel arrangements as needed for staff and event attendees

**Other duties as assigned**

**Qualifications:** The requirements listed below are representative (not all inclusive) of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Embrace the mission of Partners Worldwide and demonstrate mature Christian values
- Excellent interpersonal and communication skills; professionalism
- Proficient in Office 365 Suite of Apps
- Technologically inclined, resourceful, and proactive mindset
- Attention to detail, meticulous; embrace orderliness and cleanliness
- Display the utmost integrity and discretion. Previous experience handling confidential information preferred
- Thorough knowledge of correct grammar, punctuation, and spelling
- A desire to learn new technical functions and become adept at usage and features of Salesforce CRM
- Adaptable, open to change, and comfortable with considerable variety in the workplace

**Education/ Experience:** College degree required. 2+ years of experience preferred

**Physical Demands:** The physical demands for this position are typical for a professional office environment and must be met by an employee to successfully perform the essential functions of this job.

**Work Environment:** The work environment characteristics described here are what you would typically expect in a professional office environment and are representative of those an employee may encounter while performing the essential functions of this job.

**Reports to:** Director of Marketing & IT **Hours:** 36-40 hours weekly, flexibility/availability required with events.

**Compensation:** Non-exempt (36-40 hours/week; flexible availability required during events).

All interested parties should send their resume and cover letter [to this link at our HR partner Axios](#)