

Executive Assistant

Deaf Bible Society - Arlington, TX

Our Mission:

Providing God's Word In Every Sign Language

Core Values:

God First - Servant Hearted - Deaf Centric - Legacy - Innovation - Stewardship

Department: **Executive**

Reports to: **President-CEO**

Position Summary

The Deaf Bible Society Executive Assistant will provide comprehensive support for the CEO and Executive team, including serving as a key point of contact for internal and external constituencies. The Executive Assistant will also serve as a liaison to the executive team, organize and coordinate executive relations efforts, support calendars and daily business for executive team activity, and oversee special projects/communications as assigned.

The Executive Assistant must be creative, agile, strategic-thinking, humble, and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community-oriented. The ideal individual will be proactive and anticipatory in approach, possess excellent judgment in a variety of situations, demonstrate superior signed, written, and verbal communication skills, have a high attention to detail, exemplify an energetic, poised, and positive demeanor, and demonstrate the ability to balance multiple priorities. The Executive Assistant will have the ability to work independently on projects from conception to completion, and must be able to work under pressure at times in handling a wide variety of activities and confidential matters with discretion. *This role is based out of the Arlington, TX office.*

Primary Duties and Responsibilities

Executive Support

Serves with excellence in management of administrative tasks for the CEO and Executive team:

- **Calendar Management:** Plans, coordinates, and ensures that the Executive schedules are thoughtfully and effectively constructed with an eye to support expressed priorities; oversees calendars and scheduling for Executive team as assigned; oversees complete scheduling for all Board-related activities; includes creation of meeting invitations with video links, interpreter needs, and booking of conference rooms and meeting locations (when remote); arranging complex and detailed travel plans, itineraries, and agendas; attends executive meetings.
- **Reports & Agendas:** Completes monthly expense reports; creates, drafts, sends correspondence at the confidential, executive level; compiles documents for all meeting and travel preparation; assists in scheduling meetings, attending meetings, and keeping notes/minutes; keeps Executive team well-informed of upcoming commitments and responsibilities, following up on all action items appropriately.
- **Board of Directors Support:** Communicates directly on behalf of the CEO with Board members, donors, foundations, staff, and others on matters related to CEO's programmatic initiatives; maintains discretion and confidentiality in all relationships; adheres to compliance

with applicable rules and regulations set in bylaws regarding Board and Board committee matters, including advance distribution of materials before meetings in electronic/paper format.

- **Liaison Support:** Researches, prioritizes, and follows-up on incoming issues and concerns addressed to the Executive, including those of a sensitive or confidential nature, helping determine appropriate course of action, referral, or response; serves as a first line of support to staff needs, creating win-win situations for direct access to the Executive's time and office; provides a bridge for smooth communication between the Executive and internal areas of work, demonstrating leadership to maintain credibility, trust, and support with the Executive team and the wider leadership team; follows up on contacts made by the Executive and supports the cultivation of ongoing relationships.
- **Special Projects:** Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures; supports organizational health by having a sense for the issues taking place in the environment and keeping the Executive updated; attends and participates in a variety of meetings and workgroups as directed by Executive, maintaining the required level of knowledge pertaining to operating procedures, requirements, processes, and policies; lead and/or participate in projects or workgroups which focus on issues having an organization-wide impact.

Qualifications:

- Bachelor's degree required.
- Expert-level written and verbal communication skills in English.
- Expert-level communication skills in American Sign Language.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability and emotional maturity.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high-performance goals and meet deadlines in a
- fast-paced environment
- Forward-looking thinker, who actively seeks opportunities and proposes solutions
- Strong work tenure: three to five years of experience supporting C-Level Executives, preferably in a non-profit organization.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.

Position Logistic Requirements:

- *This role is based out of the Arlington, TX office. It is not remote or hybrid.*
- Full time, 40 hours per week, typical office hours: Monday - Friday 8am-6pm
- Work Dates can range all days of the week
- Role to serve as Primary Employment
- Salary range: \$50K-\$60K, as determined by qualifications and experience
- Employee benefits including but not limited to: holiday and paid time off, medical, dental, and long- and short-term disability