

# Executive Assistant

**Position:** Executive Assistant  
Supervisor: Executive Director

**About the position:**

Hours: Flexible hours, primarily Monday - Friday, mornings and afternoons  
Part-time: 20-25 hours a week (occasionally may require 30 hours a week)  
Position is local and in-person in Cheviot, OH

**Salary:** \$18 with an opportunity for increase after 90 days of employment. No benefits are offered.

**Location:**

Heaven's Gain Ministries  
3728 St. Martin Place  
Cincinnati, Ohio 45247

**Mission:**

Heaven's Gain Ministries' mission is to provide for the physical, emotional, and spiritual needs of families experiencing pregnancy loss: before, during, and after the delivery of their precious baby.

**Qualifications:**

- Must be proficient in Google Suite / Workspace
- Must be proficient in Microsoft 365, including Word, PowerPoint, Excel
- Attention to detail
- Good communication skills
- Excellent organizational skills
- Empathetic heart toward the grieving family
- Willingness to learn and ask questions
- Willingness to give tours of our new building and explain our mission
- Ideal candidate is action-oriented and reliable in completing assigned work; not primarily responsible for strategic vision.
- Proficient in Adobe is a plus
- Proficient in Canva (or similar) a plus

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## Job Description:

### Organizational

- Hold regular one-on-one meetings with the Executive Director to review current workloads, comprehend project goals, and coordinate timelines.
- Execute tasks and responsibilities as assigned, staying within the defined scope of the role.
- Keep ED office and the peer support rooms organized
- Keep notes and organize paperwork

### Communication and Correspondence

- Keep the Executive Director on schedule, acting as a strategic gatekeeper and proactive planner.
- Make communication calls as requested by the Executive Director
- Assist Executive Director in all tasks such as email, calendar, and task management.
- Prepare documents and correspondence as requested and directed
- Communicate messages to and from other HGM staff, HGM board, and HGM volunteers

### Conference Assistance

- Assist with event coordination
- Handle speaking event travel coordination, itineraries, and pack supplies needed for events

### Internet Research

- Conduct internet research to support project planning, decision-making, and strategy

## How to apply:

Send resume to [info@heavensgain.org](mailto:info@heavensgain.org)