

Executive Assistant

Position: Executive Assistant
Supervisor: Executive Director

About the position:

Hours: Flexible hours, primarily Monday - Friday, mornings and afternoons
Part-time: 15-25 hours a week (occasionally may require 30 hours a week)
Position is local and in-person in Cheviot, OH

Salary: \$16-\$18 per hour. Minimum 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