



Abe Brown Ministries, Inc.

Job Title	Executive Administrative Assistant		
Reports To	President, Abe Brown Ministries, Inc.		
Salary Range	\$20.00 - \$23.00 Hourly	FLSA Status	Non-Exempt

Company Overview

Abe Brown Ministries (ABM) is a non-profit, faith-based organization. We facilitate volunteer outreach (Crusades) that offer spiritual renewal and life-building motivation to men and women inside correctional institutions throughout Florida. We complement the hope shared during these crusades with tangible opportunities for formerly imprisoned persons to live meaningful lives as productive citizens in our communities. We provide transitional housing, family reunification, and comprehensive re-entry programs.

As a faith-based organization, Abe Brown Ministries believes it has an obligation and responsibility to demonstrate that love conquers all, even in the criminal justice space! Our vision is to break the vicious cycles of incarceration that plague generations of families in America. Through direct client services, support and advocacy, Abe Brown Ministries frees people from the prison that surrounds their hearts, minds and souls.

Job Purpose

The Executive Administrative Assistant will serve as the primary point of contact for all internal and external matters pertaining to the Office of ABM's President and is primarily responsible for performing a variety of forward-facing functions including effective communications via all mediums; event planning; meeting and training support; scheduling travel and appointments, management of vendor accounts; and ordering supplies.

The Executive Administrative Assistant will support the Senior Leadership Team in the daily operations of the ministry as well as interact with staff, volunteers, guests/visitors, and clients with a high level of professionalism and confidentiality. The individual in this role is empowered with a respectable degree of discretion and should exercise foresight and resilience.

A successful candidate in this role must have a servant's heart; be a big picture thinker in the context of ABM's culture; demonstrate meticulous organization along with the ability to prioritize mission-critical tasks over tasks that can wait; be an active listener and creative problem-solver; pay close attention to details; exercise resourcefulness and resilience; have technical savviness; and possess high Emotional IQ.

Duties and Responsibilities

Executive Support

- With professional etiquette, operate as "gatekeeper/gateway" for incoming requests and demands of ABM's President to ensure that his time is used efficiently and effectively towards mission critical tasks.
- Complete a broad variety of administrative tasks for ABM's President and Senior Leadership Team, especially composing and preparing correspondence that is clear, direct, succinct, and grammatically correct.
- Communicate directly as a liaison on behalf of ABM's President and Senior Leadership Team to donors, funders/grantors, and others, on matters related to the ministry's programs and operations.
- Work closely and effectively with ABM's President and Senior Leadership Team to keep them informed of upcoming commitments and responsibilities.
- Establish daily/weekly check-ins to prioritize meetings and mission critical urgencies.
- Plan and organize meetings, events, travel arrangements, and accommodations taking into consideration cost and timing implications.



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Board Support and Liaison

- Serve as ABM's President and Senior Leadership Team's administrative liaison to Abe Brown Ministries' Board of Directors.
- Maintain discretion and confidentiality in relationship with all board members.
- Adhere 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.
- Attend, record and transcribe minutes of ABM Board meetings as required.
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents.

General Administrative Support

- Welcome, screen and direct visitors of the office with a professional, positive and helpful spirit.
- Screen incoming calls and determine the level of priority, while using caution in dispensing information.
- Screen and forward web inquiries to the appropriate department in a timely manner.
- Assist with planning and coordinating meetings, including small group and department-wide, on and off-site, including scheduling rooms/locations; deciding arrangements for food/beverage; coordinating logistics such as name tags, document dissemination, and A/V setup; and greeting and directing attendees.
- Create documents, memos, letters, and emails. Develop appropriate formats ensuring that communication is clear, direct, and succinct. Check for grammar, punctuation, and spelling.
- Prepare and transmit correspondence, presentations, charts, tables and other memoranda using MS Word, Excel, PowerPoint and Outlook, often under tight deadlines.
- Create and maintain lists, files, and databases to enhance efficiency and productivity.
- Maintain and organize a filing system of paper and electronic documents. Information may be sensitive, confidential, or technical in nature. Review records for discrepancies and reconcile issues as appropriate.
- Provide back-up and general office support for other administrative functions.
- Maintains inventory of office supplies and anticipates supply needs; ensures prompt ordering and receipt of supplies and delivers supplies to work stations as needed.
- Maintain donor database: input names, purge and update files in ACT!
- Assist with donor communications, including appeal and thank you letters.
- Manage repair and maintenance of office equipment, including computers, phones and printers.

Strategic Initiatives

- Work with Programming Staff in coordinating outreach activities for ABM's President.
- Be able to move multiple projects forward with minimal supervision.

Qualifications

- A Servant's Heart and Active Listening
- High Emotional IQ
- Big Picture Thinker – Foresight and Anticipate Needs
- Excellent verbal and written communication skills
- Communicate and interact with individuals at all levels of the organization
- Maintain professional demeanor with the ability to react, adapt, and persevere
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including board members, staff, volunteers, clients, vendors, community partners, and funders/donors
- Meticulous organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work independently, exercise judgment, and maintain confidentiality
- Creative Problem Solving – Demonstrate sound judgment in resolving matters of moderate complexity
- Consistently demonstrates the ability to evaluate and appropriately address privacy and confidentiality concerns when dealing with others
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
- Ability to operate and troubleshoot standard office equipment.
- Grit and Resilience



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Education and Experience Requirements

- Bachelor's degree, Master's degree preferred.
- At least two years of human services experience.
- Five years of experience supporting executives, preferably in a non-profit setting
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint), Adobe Acrobat, and ACT! CRM (proficiency in Social Media web platforms, Canva, and Constant Contact a bonus)
- Florida Notary License preferred
- Ability to legally operate a motor vehicle in Florida.
- Maintain professional appearance and comply with company dress code.

Working Conditions

General office environment. Work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. Work is generally performed within the office environment, with standard office equipment available.