



Executive Assistant

Job Description:

The Executive Assistant will work at the director of Youth For Christ's Executive Leadership team to carry out duties and responsibilities related to partner cultivation and development-related events and activities.

Purpose of Role:

Youth For Christ is looking for individuals interested in assisting the Greater Cleveland Chapter with assistance in executive-level tasks. This position helps to extend the resources in Youth for Christ to better assist and direct the needs of our volunteers, donors and guests.

Pre-requisites:

1. A passion for the mission of campus life; to reach youth in North East Ohio and provide a Christ-centered, one on one relationship to each youth
2. Prior point of entry attendance (i.e. See the Story Tour)
3. Excellent ability to communicate well.
4. Computer skills are desired but not required.

Roles and Responsibilities:

1. Writing thank you notes to donors and partners
2. Data entry
3. Filing
4. Assistance with development-related events (annual fundraising event, See the Story, Celebration events)
5. Follow-up phone calls with guests who have attended one of our events
6. Inviting guests to events as determined by the Executive Director or Development Director
7. Other duties specifically around coordination of special events, or as assigned

Length of Service:

The Executive Assistant will provide services for a pre-determined period individually determined by Youth For Christ needs and volunteer's availability. The Executive Assistant has the option to complete one term, renew another term, or to help other ways.