**Position Title:** Executive Administrative Assistant – Full & Part Time Positions

**Department:** Billy Graham Evangelistic Association (Graham Tour UK)

**Contract Period:** Temporary 12-month contract; Full & Part Time Positions

**Location:** Birmingham

**Reporting To:** City Tour Director – Morgan Pylant

**Authorised By:** Executive Festival Director – Graham Tour UK

**Effective Date:** June 2019

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**Organisation Overview:**

The Billy Graham Evangelistic Association exists to support and extend the evangelistic calling and ministries of Billy Graham and Franklin Graham by proclaiming the Gospel of the Lord Jesus Christ to all by every effective means available and by equipping the church and others to do the same.

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**Position Summary:**

The Executive Administrative Assistant works with the City Tour Director (CTD) in support of the Graham Tour. This position serves to assist in building and maintaining relationships with pastors, denominational leaders, and para-church organizations. Other functions include, but are not limited to: assisting with church mobilisation through the Christian Life and Witness Course (CLWC), assisting with class planning and preparation, assisting in planning local initiatives and participating in church related events and meetings as needed.

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## **Essential Duties and Responsibilities:**

* Demonstrates Christian values and behaviour that is reflective of the standards, policies and the Statement of Faith established for an employee of BGEA.
* Demonstrates a commitment to the values, vision and mission of the organisation.
* Communicates effectively with team members and when dealing with people externally.
* Implement geo-targeted segmentation of church data for systematic identification and contact of churches.
* Communicates to church leaders the Tour Vision, using approved “talking points” and approved materials.
* Assists City Tour Director and Team as required.
* Coordinates the function of the City Tour Office.
* Coordinates materials shipment and distribution.
* Assists with coordinating arrangements for BGEA IHQ Team traveling to city.
* Provides updated Tour Info for Tour Website, assists with transfer of contact info and data management with HUB in London.
* Works with the National Training Manager on execution of logistics for Counselling and Follow-up Processing Plan.
* Assists with Group Bookings in the city.
* Assists with the CLWC application process.
* Reports weekly on mobilisation progress and activity. Also, compiles Engagement Team Weekly Report for VP and Assistant Tour Director.
* Liaises with HUB Office Manager.
* Reports to the City Tour Director.

**Marginal Duties and Responsibilities**

* **Servant Leader:** Upholds Christian values with the ability to lead by example and have a heart for service.
* **Communication:** Strong communications skills; ability to express oneself professionally, both written and verbally when interacting with people internally and externally.
* **Teamwork:** Ability to work well within a team and individually.
* **Organisational Skills:** Ability to effectively prioritise, organise, and manage time effectively.
* **Flexibility:** Ability to adapt quickly to fit with changing conditions, tasks, responsibilities, or people.
* **Thoroughness:** Have good attention to detail, follow instructions and guidance and implement processes accordingly.
* **Relationship Building:** Ability to effectively build and manage relationships, engage actively with churches and build networks.

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## **Reporting Relationships:**

* Reports to the Assistant Tour Director
* Coordinates with other Tour Associates
* Works closely with other BGEA departments

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## **Job Specifications**

**Skills and Knowledge:**

* Diploma in related discipline or equivalent work experience
* Experience in working with databases such as Raiser’s Edge or Microsoft Dynamics CRM.
* Proficient in MS Office Suite.
* Strong data entry skills

**Physical/Mental Demands:**

* Ability to work with people at all levels of the organisation.
* Ability to travel to Tour cities if required.

**Working Conditions**

* Operating conventional time in the Tour Office environment.
* Mataining a mobile office environment while meeting with pastors and leaders.

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*Important Note -* This position description is a summary of the responsibilities and accountabilities required for this role. It is important to note that the incumbent in this role may be required to perform other positional related functions as requested by the attending Supervisor or Manager.