



**ALARM (African Leadership and Reconciliation Ministries)  
Executive Assistant, Part-Time**

**The People of ALARM:** ALARM is a faith based non-profit operating in eight African countries with primary focus on leadership development. ALARM benefits from the skills, passion and commitment of its people. We seek exceptional people with great talent, humility, a servant's attitude, commitment to hard work and a passion for Africa and our causes of leadership development. In exchange ALARM's employees enjoy a supportive environment, an amazing cause, and outstanding opportunities for personal growth.

**Executive Assistant:** Exceptional organizational, planning, implementation, follow through, confidentiality and relational skills are essential for this individual. Team collaboration, individual initiative, multi-tasking, detail management and a relational approach are the ingredients of the executive assistant.

**Purpose of the position:** The purpose of the position is to provide executive assistance to the President of ALARM.

**Reporting relationships:** The individual reports to the President of ALARM and will have strong working relationship with the Dallas Office Director.

**Unique dimension to position:** This is a part-time position in ALARM's Dallas office. The position is 28 hours per week, and we ask that the individual have flexibility to work occasional evenings or weekends as needed to support the President while he is speaking at a church or event.

**Duties and Responsibilities, including but not limited to:**

- Provide administrative support for the President.
- Have the ability to manage all aspects of President's calendar; arrange meetings, prepare President for all meetings and help with meeting follow-up.
- Maintain up-to-date records in Raiser's Edge for Contacts and Actions.
- Assist the President with daily tasks such as e-mail, returning phone calls and other task-management duties.
- Compose, edit, type and revise letters, various reports, presentations and other material as necessary, including but not limited to donor thank you letters and correspondence.
- Prioritize information received by mail and telephone during the absence of the President.
- Make travel arrangements as required by the President.



- Develop and maintain filing system for the President as related to development activities.
- Assist in compiling reports to the Board of Directors and other bodies.
- Assists with special projects and meetings.
- Other duties as needed and/or assigned.

**Qualifications:**

- Bachelor's Degree and five years progressively responsible administrative responsibilities with a minimum of three years' experience in working as an executive assistant.
- Strong skills in using Raiser's Edge.
- Proficiency using PCs and standard office equipment.
- Proficient with Microsoft Outlook, Excel, PowerPoint and Microsoft Word.
- Good public contact skills and telephone etiquette.
- Strong and demonstrated experience in supporting busy executives with multiple priorities and a large scope of responsibility.
- Strong and demonstrated experience in supporting travel; including pre-approval and planning, reservations and logistics.
- Strong and demonstrated command of professional, business writing and communication. Includes excellent grammar, spelling and knowledge of business formatting.
- Ability to make decisions and exercise good judgment.
- Ability to work under pressure, independently with minimal supervision.
- Ability to prioritize workload.
- High degree of sensitivity regarding confidential information.
- Agreement with ALARM's statement of faith and organizational values and current consistent involvement with a local church.

Please send all inquiries to [Katherine@alarm-inc.org](mailto:Katherine@alarm-inc.org)