



Job Title: Executive Assistant, Operations and Advancement

Reports To: Vice President, Operations and Advancement

Non-Exempt / Part-Time

Location: Cary, NC

Position Summary

The Executive Assistant, Operations and Advancement will also support Communications and Media, serving as a strategic execution partner to the Vice President. This role integrates executive support, operational coordination, donor interactions, events, fundraising, and institutional cohesion to ensure clarity and excellence across the seminary's mission spectrum.

This position requires a high-capacity, trusted professional who can manage confidential matters, transform instruction into action, coordinate across departments, and maintain consistent institutional voice and standards.

Key Responsibilities

General Administrative Support

- Provide administrative support for functional teams.
- Schedule meetings, maintain shared calendars, and prepare agendas and meeting minutes.
- Manage document filing systems (digital and physical) and ensure records are properly archived.
- Draft, proofread, and edit correspondence, reports, and internal communications.
- Serve as the key liaison and coordinator of The Shepherds Magazine.
- Support events, personnel training, and project progress and status.
- Aid in onboarding new staff, including workspace setup.
- Participate in cross-departmental initiatives and assist in project tracking and communication.

Qualifications

Required:

- Associate degree or equivalent work experience. Bachelor's degree preferred.
- 2+ years of administrative experience, preferably in operations and project support functions.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, Teams), and familiarity with Google Workspace.

- Strong written and verbal communication skills.
- High level of integrity, discretion, and confidentiality when handling sensitive information.
- Ability to multitask, prioritize responsibilities, and meet deadlines with minimal supervision.

Core Competencies

- Attention to Detail: Maintains accuracy and completeness in all tasks.
- Time Management: Efficiently balances competing priorities and meets deadlines.
- Problem Solving: Anticipates and resolves issues proactively.
- Collaboration: Works effectively across departments and adapts to shared goals.
- Professionalism: Demonstrates reliability, responsiveness, and a service-oriented mindset.

Work Environment and Physical Requirements

- Office-based work.
- Must be able to sit, stand, and use a computer for extended periods.
- Occasional lifting of supplies or files up to 25 lbs may be required.