

Executive Assistant to the President

Tabor College is seeking an Executive Assistant to the President. Tabor College's mission is to prepare people for a life of learning, work and service for Christ and His kingdom. Do you have a personal relationship with Jesus? Do you love helping people? Are you looking for a role that requires coordination and leadership? Do you enjoy representing communicating hope, kindness and joy on behalf of others?

If you answered 'yes' to these questions, then we are looking for someone like you to join the team as the Executive Assistant to the President. This full-time position is responsible for supporting Tabor College's President in a wide variety of activities.

The Executive Assistant's primary responsibility is to provide organizational and administrative support to the President of Tabor College and manage the office of the President. This professional and highly confidential individual serves as an ambassador of both the President and the College to internal and external constituents, requiring a high degree of interpersonal skills, verbal and written communication skills, leadership skills, organizational abilities, maturity, professionalism and a thorough understanding of the College's organization, policies, and procedures.

To request a full job description please email tchumrec@tabor.edu

Primary Responsibilities:

Manage the schedule, appointment calendar, and travel arrangements for the President. Taking charge of various planning and administrative duties on behalf of the President. Coordinating activities, events, and meetings both small and school wide. Personally assisting the President in correspondence, managing budget, hospitality, and recording secretary. Work directly with the Board of Directors by recording meetings, maintaining rosters, providing materials, and planning accommodations.

Qualifications:

A growing relationship with Jesus Christ. Strong organizational skills. The ability to regularly make decisions and exercise independent judgement. The ability to plan and prioritize multiple tasks with deadlines. Strong writing and proofreading skills. Exceptionally strong interpersonal and political skills. Must be able to maintain confidentiality. Strong attention to detail. Project management and problem-solving skills. Some overtime required (weekends, evenings, early mornings) for board meetings, dinners, event set up, etc

Bachelor's degree required. Computer experience and knowledge of Word, Excel, PowerPoint, and Gmail. Personal commitment to Jesus Christ and support of the Christian character of the school. Office management experience.

To Apply: Send resume and cover letter via email to tchumrec@tabor.edu

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren churches of the United States. It complies with all applicable non-discrimination laws.

