

Job Description: Executive Assistant – No Regrets Men’s Ministry

The No Regrets Executive Assistant position is a key supportive role in the ministry. It supports the Executive Director and performs various administrative tasks. The ideal candidate would be able to multitask with keen attention to detail for strategic operations.

Position Responsibilities

- Attend weekly staff meetings (1-2 per week, in-person attendance preferred)
- Coordinate and maintain the Executive Director’s calendar
- Schedule appointments for donor meetings, podcasts, weddings, funerals, and training events (online and in-person)
- Assist with the Executive Director’s travel as needed (securing flights, hotels, travel visas, etc.)
- Corroborate and compile printed and digital correspondence and teaching materials
- Other ministry support tasks as needed

Position Expectations

- Support and endorse ministry, including its statement of faith, vision, and core values
- Maintain excellent project management and anticipate logistical needs in multiple areas
- Have experience in collaborative, flexible, and team-oriented environments
- Utilize strong communication skills (written and verbal)
- Build beneficial, professional relationships with other staff and volunteers

Preferred Technical Skills

- Experience with digital calendar tools
- Proficiency with Google Suite (G-Sheets, G-Drive, G-Mail, G-Calendar)
- Familiarity with Microsoft (PowerPoint, Word, Excel)

This position is part-time, hybrid (onsite and remote work), and hourly, non-exempt. The hourly rate is dependent on the applicant’s experience, skills, and education. For more information, or to apply, please send resume to: admin@noregretsmen.org