



# Executive Assistant

## JOB SUMMARY

Axis is searching for a highly qualified Executive Assistant that is called by God to support the Axis staff as they support millions of parents in disciplining millions of teenagers. Axis equips parents and teens to follow Jesus in a world of Social Media, Cultural Trends, Mental Health, Technology, and Gender. We want Jesus to be in the center of a family's axis. This person will support the Finance department administratively by keeping the books and working with our financial consultant, and serve a few key executives with key administrative support. This critical behind-the-scenes role will help us maintain our position as a leading voice to Christian parents. The Executive Assistant will be an executer of many important functions of Axis operations, including all financial administration, supporting the COO and CMO with meetings and calendaring, facilitating staff gifts, preparing a hospitable office environment for staff and guests, and hosting staff meals and offsites.

The Executive Assistant will spend approximately half their time keeping the books and assuring excellent financial management at Axis, 1/3 of their time supporting the COO and CMO administratively, and the remaining time serving the rest of the staff through various tasks such as organizing the weekly Taco Tuesday lunch, upkeeping the office, and supporting with some database management. They will take the initiative to help the Axis office feel hospitable, warm, and efficient for staff and guests.

## JOB DETAILS

**Job Title:** Executive Assistant

**Department:** Project Management

**Status:** Full-time exempt

**Reports To:** Director of Projects

**Start Date:** May 19, 2025

**Serves On:** Operations Team, Project Management Team

**Schedule:** 3 Days/Week in COS Office, 2 days remote (if desired)

**Summary of Benefits:** Health insurance option (with voluntary dental/vision available), 20 days of PTO, 3% retirement 403B match option

**Salary Range:** \$50-60K, depending on skills and experience

## KEY RESPONSIBILITIES

- Maintain the Axis financial books with precision, excellence, and a stewardship mindset
- Support the COO and CMO administratively, including supporting with calendars and preparing for meetings, collecting receipts for credit card statements, and other special project
- Lead the mail collection process, including picking up mail regularly, processing checks, and assuring excellent tracking
- Along with our financial consultant and COO, be a resource for finance-related questions at Axis
- Set up staff offsite meetings and quarterly celebration dinners, including calendaring, ordering/delivering lunches and snacks, space rental, communication to staff, and agenda preparation
- Prepare and drop off mail and donor gifts, purchase and distribute staff appreciation gifts as needed
- Coordinate and pick up weekly staff "Taco Tuesday" lunch to build a positive working culture
- Keep the office well-stocked with snacks, beverages, paper products, toiletries, etc. to create a hospitable and aesthetically pleasing environment
- "Level up" the office bit by bit over time (e.g. better organization, ordering new furniture or decor)
- Manage birthday cards and Axis Anniversary cards/gift cards, and perform various other administrative functions for the Axis team
- Proactively bring up operations-related blind spots, and help Axis professionalize its operations over time (e.g. optimizing process for receiving donations by mail, training the staff in credit card statement processes, etc.)





- Coordinate with outside vendors, representing Axis with kindness and professionalism, including reaching out to publisher to mail mini-books to key stakeholders as requested
- Manage all Axis staff calendars with attention to detail, preparing a weekly update for staff
- Enter data with a high attention to detail and print off charts biweekly to support the Axis staff in seeing their progress and achieving their goals
- Spend 3-5 hours per week assisting with database management
- Support the Director of Projects administratively in updating the corkboard, the quarterly goal-setting process for staff (EOS), and other projects as needed
- Set a professional development goal each quarter to continue to develop as a person and a professional
- Other duties as assigned

## REQUIRED SKILLS & QUALIFICATIONS

- Bachelor's degree
- 1+ year financial administrative experience or administrative experience
- Excellent time management, prioritization, and organizational skills
- High attention to detail
- High "say to do" ratio, strong in executing tasks to completion independently
- Skilled written and verbal communicator
- Adaptable problem solver
- Can handle confidential staff and donor information with unquestionable integrity and professionalism
- Strong base understanding of technology and software solutions (Google Suite, QuickBooks, Microsoft Suite, Slack, Monday.com, etc.), with the ability to easily and independently learn new technologies

## PREFERRED SKILLS & QUALIFICATIONS

- Bachelor's degree in finance, accounting, or related field
- 1+ year Executive Assistant experience
- 1+ year project management experience

## This individual will be someone who:

- is very detail-oriented and strong in follow through. When we pass something to them, we can know they will get it done. They may have "Responsibility" on their StrengthsFinder results.
- is great with numbers, math, and comfortable with Excel.
- can adapt and independently learn new softwares that might be unfamiliar to them.
- is a good communicator, kind, and "people smart."
- has a high level of integrity and wisdom, with the ability to learn and advocate for best practices in financial management at Axis.
- can prioritize among many competing tasks and arrange their days/weeks effectively.
- is flexible and able to roll with change, and also can advocate for themselves.
- is comfortable interfacing regularly with executive leaders and providing them with excellent professional support.
- is a self-starter and does not need to be told what to do.
- is resourceful. They can figure things out and make decisions, but they also know when it's time to bring in their supervisor with a question.

**Note: This job description is a general outline of the key responsibilities & qualifications of the role at Axis.org. It may be modified or expanded to meet the evolving needs of the organization. To apply for this role, email your resume to [stephanie@axis.org](mailto:stephanie@axis.org) by March 31st, 2025.**



## AXIS STATEMENT OF FAITH

*I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.*

*I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.*

### BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

#### **Parents are the Solution**

**Dr. Christian Smith of Notre Dame:** After spending two decades studying the religious & spiritual lives of American adolescents the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

#### **Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens Before Age 18**

**3rd Party Research Firm Excellence in Giving:** 50% of adults who use Axis have conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis Research:** Calculating waking hours, time in school, & time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

**Executive Assistant**

Job Description

