

EXECUTIVE ASSISTANT, FOUNDER & PRESIDENT

Job Status: Full time, Exempt
Reports to: Founder & President

Department: Executive Office
Updated: May 2024

ABOUT PULSE EVANGELISM

Launched in 2006 by Nick Hall, Pulse Evangelism is a leading global evangelistic ministry on mission to reach the lost and unleash young evangelists. Living at the intersection of live events and digital efforts, Pulse exists to bring the message of Jesus to the pulse of a generation by all means possible, through the ministry of Nick Hall and a team of emerging evangelists.

POSITION OVERVIEW

The Executive Assistant to the Founder & President will support the mission of Pulse Evangelism and the Executive Office by handling a variety of executive-level administrative, project management, and leadership functions. This position will also enhance the effectiveness of the Executive Office by providing information and management support, in addition to representing Nick Hall and the team to others both internally and externally.

Core Competencies

- Excellent organizational and planning skills, with the ability to manage multiple projects simultaneously.
- Strong written and verbal communication skills, with the ability to relate well with a variety of constituents.
- Team player, with the ability to work collaboratively in a fast-paced environment and strategize with other departments.
- Work independently with little supervision.
- Dependability, discretion, and confidentiality.
- Professional demeanor and approach, reflecting the level of professionalism necessary for representing Nick Hall and Pulse with team members, donors, Board of Directors, and partners.
- Teachable and able to pick up on new ideas, processes, and procedures quickly.
- Flexible and adaptable to changing environments, while anticipating needs with sound judgement.
- Digital knowledge, experience, or ability to learn technology (we use MacOS) and systems for project management, event planning, and CRM.
- Servant heart and attitude, ready to help wherever and whenever needed.

Essential Responsibilities for this Role

- Administratively support the Founder & President through prioritizing competing demands, applying sound judgment, and calmly juggling multiple projects and logistics with flexibility, and yet also structure.
- Keep Founder & President aligned with his core priorities across the organization by vetting requests of his time, both internally and externally (speaking, meetings, other activities).
- Book and manage all travel arrangements for the Founder & President, and his Travel Assistant, domestic and international, and prepare itineraries as appropriate.
- Manage the calendar of the Founder & President, ensuring priorities are reflected and balance maintained.
- Organize schedule and travel logistics to maximize effectiveness, minimize conflicts, and create margin for rest, thought, message preparation, and planning.

- Ensure all needs are met for speaking engagements of the Founder & President, including, but not limited to communication with the onsite team, technical and A/V needs, message content, and illustrations.
- Anticipate meetings, schedule appointments, transcribe notes, communicate to all necessary parties, and submit summaries as appropriate.
- Maintain necessary records and prepare reports as needed in a timely manner (Pulse expense reports, Board reports, ministry partner reports, etc.).
- Help the Founder & President build trusted relationships with various internal and external stakeholders in a professional, confidential, and personal manner.
- Track meetings for the Founder & President and decisions requiring follow up to handle accordingly.
- Serve as the primary communication liaison between Founder & President and Pulse Board of Directors.
- Communicate on behalf of Founder & President in various meetings and spaces, while representing his intentions and desires, when needed.
- Communicate to donors on behalf of Founder & President in a professional and confidential manner.
- Keep the Founder & President up to date on all matters of importance; including, but not limited to pending deadlines, donor communication needs, office updates, incoming communication, pending schedule requests, etc.
- Serve as a resource for Pulse Evangelism staff, including maintaining an understanding of policies and procedures.

Additional Responsibilities

- Personal and team development opportunities presented by Pulse leadership.
- Assisting and performing all other duties as assigned.
- Traveling may be required.

Experience and Education Ideal for this Role

- 5-10 years of C-Suite level support

People at Pulse Evangelism...

- Follow Jesus, live faith-forward, and are in agreement with the Pulse mission, [Statement of Faith, and Core Values](#).
- Are passionate about evangelism and make it relevant to all.
- Pursue and exceed objectives, going for excellence, not easy.
- Model Christian integrity and are hard workers with grit.
- Show agility by adapting and reassessing new situations quickly.
- Are good stewards of our resources, maximizing our time, talent, possessions, and wealth.
- Prioritize the diversity of “every tribe, tongue, and nation” (Revelation 7:9) on our team.