



Directors' Assistant

Evana Network is searching for a well-organized Directors' Assistant to provide administrative and logistical support for our three director-level positions. In addition to assistance with administrative tasks, the Directors' Assistant will also serve as an event planner for conferences, retreats and meetings hosted by the network.

The Directors' Assistant is expected to work four days a week (80% FTE). Salary and benefits are commensurate with education and experience. To apply, submit a letter of interest and resume to Matt Hamsher, Executive Director of Evana Network at matt@evananetwork.org before October 31, 2021.

Responsibilities

- Manage calendars for Evana Network's Executive Director, Director of Church Development, and Director of Church Leadership, scheduling appointments.
- Make travel and accommodation arrangements for directors.
- Assisting with digital archives to ensure integrity of membership, credentialing & other records.
- Respond to Evana office phone calls and emails when the Operations Manager is unavailable.
- Oversee planning logistics for annual pastor/spouse retreat with 125+ participants, recruiting volunteers as necessary & being present on-site to assist with set-up, tear-down & registration.
- Oversee planning logistics for biennial national convention with 500-1,000 attendees, recruiting volunteers as necessary, & being present on-site to assist with set-up, tear-down & registration.

Requirements

- Previous work experience as an administrative assistant, executive assistant or similar role.
- Previous work experience with event planning.
- Proficiency with Microsoft Office applications including Word and Excel.
- Proficiency with Google productivity apps including Gmail, Google Drive, and Google Calendar.
- Familiarity with (or willingness to learn) how to use digital tools such as HubSpot, Whova, Click-Up, & WordPress.
- Excellent verbal and written communication skills.
- Commitment to Christian witness & discipleship consistent with Network's personal covenant.