

# Executive Assistant Job Description

## Job Description

We are seeking a highly motivated and organized Executive Assistant to join our team. The Executive Assistant will play a vital role in supporting the President and the overall success of our development projects, as well as assisting Mr. McCoy in his role as Pastor at Spring Church and his diverse contributions to the community and his family.

## Primary Role (60%) – Cultivate Development

(60% of work week) The Executive Assistant will be held accountable to the President to achieve the following:

1. **Manage and Organize Cultivate Team Workflow**
  - a. Manage document workflow in Microsoft SharePoint
    - i. Guide the workflow organization
    - ii. Train partners on how to find things on their own
  - b. Oversee task organization and discussion in Microsoft Teams, ClickUp, or equivalent
    - i. Capture to-dos and reminders for partners
    - ii. Provide Gaant chart timelines for major benchmarks
    - iii. Provide minor tech support for company software
  - c. Build meeting agendas, manage meeting scheduling, capture post meeting to-dos, and oversee post meeting communication
  - d. Record due dates, set reminders, and notify team to upcoming events
  - e. Conduct research and obtain estimates, as requested
  - f. Create systems and templates for organizing, planning, and efficiency
  - g. Manage all items related to the office, from reception to janitorial
2. **Oversee Financial Communication with Development Projects**
  - a. Coordinate monthly payments at Church Hill Ranch
  - b. Process invoices and pay vendors in a timely manner
  - c. Prepare financial reports and tracking spreadsheets as requested
  - d. Gather and prepare requested documents for banks, bond companies, or other agencies
  - e. Keep project timelines current
3. **Coordinate and Distribute Marketing Communications**
  - a. Send out bulk emails on an established schedule
  - b. Create and distribute RFP's for marketing work, and provide evaluation
  - c. Respond to emails, phone calls, and requests in a timely manner
  - d. Coordinate meetings and events with current and potential investors
4. **Oversee Cultivate Bookkeeping, Tax, and Legal Workflow**
  - a. Ensure smooth workflow between Cultivate partners and legal, tax, and bookkeeping professionals
  - b. Process invoices and pay vendors in a timely manner
5. **Other duties as assigned**

## Secondary Role (30%) – Personal Assistant to Matt McCoy

(30% of work week) The Executive Assistant will be held accountable to Matt McCoy to achieve the following:

1. **Schedule Meetings and Manage Calendar**
  - a. Provide primary communication around all meeting details
  - b. Coordinate all the various calendar platforms that all the various groups prefer
  - c. Send updates and reminders on any communication platform
2. **Coordinate Travel for Work and Family**
  - a. Coordinate all travel details for every trip
  - b. Research travel options for the best price and best value
  - c. Research and provide evaluation for flight, hotel, restaurant, and entertainment
3. **Conduct Internet Research and Purchasing**
  - a. Buy things online for Mr. McCoy, who does not research or buy things online
  - b. Research gifts ideas and purchase for Mrs. McCoy, key business relationships, and family/friends
  - c. Provide shipping and receiving support
4. **Provide Minor Tech Support and Task Management Support**
  - a. Assist with software and hardware issues
  - b. Coordinate with tech professionals as necessary
  - c. Coordinate between legal, tax, and accounting professionals
  - d. Manage the office space and all relationships that help the office thrive
5. **Other duties as assigned**

## Tertiary Role (10%) – Spring Church

(10% of work week) The Executive Assistant will be held accountable to the Pastor to achieve the following:

1. **Organize and optimize digital workflow**
  - a. Create and maintain meeting agendas, prep sheets, service outlines and other creative materials from provided templates
  - b. Capture to-dos and timelines
  - c. Send mass emails, post to social media accounts, and provide updates on engagements
  - d. Check email and signal to team when necessary
2. **Provide Basic Administrative Support**
  - a. Manage day to day tasks like mailing, photocopying, and data entry
  - b. Manage roster of members, participants, key volunteers, and donors
  - c. Other duties as assigned

## Employment Type and Benefits

This job pays \$30/hour, 40 hours per week. Unfortunately, no benefits are provided.

This job is primarily at the Cultivate Development office in downtown Bellingham. The office also subleases space to the Spring Church staff member.

Ready access to a car, and the ability to run errands in Whatcom County, is necessary.

## Contact Information

Applicants should submit a resume (with references) and a cover letter to Tiauna Voigt to schedule an interview [tiauna.voigt@cultivatedev.com](mailto:tiauna.voigt@cultivatedev.com)