



**Job Opening: SLU Executive Assistant for SLU's Vice President and SLU Office Manager**

- Are you passionate about seeing this generation of young people rise to the call of leadership and live out their faith with excellence?
- Do you have gifts of administration and service?
- Do you have at least three years of experience serving as an executive or personal assistant or in event management or coordination?
- Do you feel energized by helping and walking alongside another in their calling and feel equipped to set them up for success?
- Do you see how technology and creativity can be tools to engage the culture?

If so, then this unique position just might be right for you! This full-time position is located in Orlando, Florida.

**Position Areas of Focus:**

**Executive Assistant:**

- Serve as Executive Assistant for our organization's Vice President through:
  - **research and editing** as it primarily pertains to SLU's four Wanderbox books per year (must be strong in this skill set)
  - **general administrative tasks** such as schedule and track speaking engagements; coordinate travel; assist with correspondence; and any other assistance our Vice President may need.
  - **Hosting coordination** (may occur outside of typical work hours) assistant in arranging details as it relates to
  - Assist SLU's Vice President in details related to projects such as:
    - **Donor Development:** assistant in organizing fundraising trips for SLU's VP and help with monthly donor correspondence (receipts and hand-written thank yous) and assistant in creation of strategic plan for annual plan for culture of gratitude
    - **BOB Program** (small pastor gatherings): logistics and correspondence related to gatherings and
    - **Program Sales:** assistant in database management and key relationships as it relates to program growth
- Assist SLU's Lead Team (primarily SLU's COO) as it relates to:
  - Logistics and booking travel as it relates to SLU summer staff
  - Research as it relates to hotel, venue, and resource options in cities for SLU's various programs
  - Bi-Annual board meetings
  - Annual Senior Pastor Golf Retreat

**Office Manager**

- Oversee day-to-day office procedures, in conjunction with COO and CSO, for SLU Team (including, but not limited to, ordering supplies, assisting in clerical functions and office equipment maintenance, and communicating with Lead Staff)
- Manage On-line Store Order Fulfillment and SLU's Inventory System
- Help collect content to resource our audience with outside of the summer program season programs

**Experience and Qualifications:**

- Ideal candidates for this position need to be organized, gifted in administrative skills, have the ability to meet deadlines, have good communication skills, be able to handle high-stress situations such as: multiple projects, hosting VIP's, and organizing meetings.
- Ideal candidates be astute in writing and research skills, social media management, project management, and be an independent worker and thinker.
- Ideal candidates should be proficient in Microsoft Office (Word, Power Point, Outlook and Excel), Keynote and be comfortable with using Mac operating systems.

- We are looking for a self-starter who can look at an existing project and run down research, statistics, correspondence, and current events to compliment the project without being asked. In addition, we are looking for someone who is able to communicate on SLU's behalf to clients and executives with confidence.
- Candidates should only apply if they are excited about [SLU's Statement of Vision](#) and are passionate about assisting our close-knit team in carrying out this vision.

**Position Compensation and Benefits:**

- *Compensation:* Compensation will be commensurate with experience and education level, paid twice monthly (15<sup>th</sup> and 30<sup>th</sup>)
- *Health Insurance:* SLU provides coverage for employees through Guidestone Resources (Blue Cross-Blue Shield). SLU does not pay for the coverage of spouses or dependents at this time, but you can elect to pay for it yourself through payroll deduction. It is a pretty robust plan with the best national/international coverage.
- *Vacation:* You will be fully vested on day one of your new role and will be offered 10 days of vacation, of which no two consecutive weeks are to be combined in your first twelve months of employment.
- *Benefits:* Quarterly staff development trainings, yearly stipend for personal development and time management tools, and opportunity to impact thousands of students and youth pastors lives through this ministry.

**How to Apply:** If you believe you are a good fit for our team, please email your resume and cover letter to [jobs@studentleadership.net](mailto:jobs@studentleadership.net), note the position you are applying for and click [here](#) to fill out the pre-interview questions.