



Personal Assistant

Job Description

Visionary and founder of a small for-profit ministry has an immediate need for a Personal Assistant. This key role is responsible for providing high-level, professional support to the visionary and founder and also will serve as the primary liaison to all internal and external stakeholders. This dynamic position requires the ability to anticipate needs, think critically, work in a fast-paced environment, and offer solutions to problems with a high level of professionalism and confidentiality.

Who You Are:

- You are highly organized, detail-oriented, and accurate. We can't stress this enough!
- You are a self-starter. Great at taking initiative and anticipating needs.
- You are also a self-sufficient worker who can stay on task when working alone.
- You are a big-picture, project-focused person who can identify the tasks needed to complete projects.
- Not only are you an expert at balancing many tasks at once, but you often find that you thrive in that position.
- You are able to maintain grace and poise under pressure.
- You have a natural curiosity and enjoy learning new things.
- You have a need for speed. You enjoy working in a fast-paced environment. In fact, you kind of prefer it.
- You have strong intuition, and when you trust your gut, you follow through.
- You are comfortable taking charge when necessary.
- You are a goal-oriented person who likes to operate with a healthy culture and team
- You consider yourself to be tech-savvy
- You are a servant and love serving in the context of ministry.
- You love to work with others. You're happy to spend your day in a collaborative environment to move projects forward.
- You are a unifier – you help make sure everyone around you is working in sync and know when it is helpful to provide support.
- You are discreet and able to handle a wide variety of confidential and sensitive information
- You can handle lots of change while maintaining a calm, peaceful demeanor.
- You have the bandwidth for work-related travel and the capacity for a robust travel schedule.
- You have a positive, can-do attitude.

Qualifications:

- Be local to the DFW area. This is a full-time in-office position
- Bachelor's Degree or equivalent experience required
- Excellent written, verbal, and interpersonal communication skills
- Strong editorial, proofreading, and writing skills
- Minimum of three years of related professional work experience required
- Demonstrated excellence in providing systematic and dependable follow-up, as well as a high level of organization and preparedness
- Demonstrated ability to work with a proactive sense of urgency
- Maintains workflow under pressure and in a fast-paced, dynamic, high-profile work environment
- General comfort with new technology
- High level of comfort using social media platforms
- Knowledge of and proficiency in Apple/Mac ecosystem, Google Workspace, MS Office, and Dropbox.
- Knowledge of Asana, WordPress, Adobe Creative Suite, and/or Evernote is a plus.
- Dependable transportation and willingness to use personal vehicle for occasional errands, CEO transport, etc.
- Must maintain a professional appearance and demeanor.

What This Role Looks Like:

- Act as point of contact/liaison for CEO's personal and ministry endeavors
- Maintain the calendars to protect and conserve the Founder/CEO's time
- Manage multiple email inboxes by keeping them organized and ensuring consistent, timely, and accurate responses.
- Assist Founder/CEO with project management by staying on top of deadlines and deliverables.
- Provide content creation support by researching, writing, editing, and promoting content
- Assist in the planning, designing, and publishing of posts for website, blog, and social media
- Monitor executive's social media platforms. Regularly engage and interact with followers.
- Handle travel plans by booking flights, reserving car rentals, and making hotel and restaurant reservations.
- Serve as a travel companion for speaking events by preparing for travel, ordering products, running book table, driving the rental car, and ensuring timely pick-up and/or airport drop-off. Weekend travel will be required 15-20 times a year.
- Prepare for media recordings by setting up audio/visual equipment, ensuring settings are correct, and troubleshooting as needed.
- Provide guest, client, and vendor care by creating a hospitable experience when answering or directing inquiries, sending thank you cards, or researching, ordering, and giving gifts.
- Assisting Founder/CEO with care and appreciation for personal and professional relationships by managing system to acknowledge birthdays, celebrations, and wins

- Provide meeting support by reserving locations, preparing agendas, taking detailed notes, and ensuring that information and actionable tasks are distributed as needed.
- Support event planning by booking facilities, recommending caterers, sending invites, communicating with speakers and special guests, participating in event setup/breakdown, and tracking expenses.
- Provide a second set of eyes, another brain, and extra hands to support Founder/CEO with personal life management. (Doctor's appts for her and family, scheduling work for home projects, researching and booking travel, etc.)
- Conserves executive's time by being an informational ninja. This role will require reading, researching, collecting, compiling, analyzing, and organizing information; drafting letters and creating correspondence; preparing reports, producing presentations, and disseminating documentation as needed.
- Maintain an efficient, organized digital and physical filing and retrieval system
- Make purchases as needed and, when appropriate, research options and make recommendations for executive review and approval
- Submit invoices for vendor payment and reimbursable expenses
- Assist with product order fulfillment and management of store inventory
- Run personal and ministry-related errands.

Who We Are:

Chrystal Evans Hurst is based in the Dallas area and is the visionary and founder of The Sister Circle LLC. The Sister Circle LLC is a for-profit ministry based in the Dallas area. We are passionate about empowering, equipping, and encouraging women of faith and seek to provide virtual and physical spaces for women to connect and find community.