
Integrator / Executive Administrator

Job description

The Executive Administrator will work closely with Chrystal Hurst, CEO, Visionary, and Founder, and The Sister Circle LLC to review, establish, and implement structures and systems that will ensure effective operation of the organization, improve the team experience, and enhance opportunities for future growth. The Executive Administrator will provide high-level professional leadership and support by providing detailed, proactive, solution-oriented leadership in a collaborative environment. The person in this position will:

- Faithfully execute the business plan, setting then achieving or exceeding planned P&L objectives
- Lead, manage and hold the leadership team accountable for achieving agreed upon commitments
- Integrate all major operating functions of the business by ensuring that everyone is “rowing together” in the same direction, modeling healthy culture and communication, and always working toward the greater good of the team
- Identify problems as they arise and exercise commitment in resolving issues effectively, being comfortable with conflict, calling out the problems, and addressing problems in a practical and healthy manner.
- Ensure the team is healthy, functional, and cohesive
- Ensure the team consistently adheres to the company's core processes and systems
- Effectively collaborate with the CEO while maintaining a high level of mutual respect with the CEO and other leaders.
- Filter, translate and drive the CEO's ideas into functional plans for the company providing effective project management and oversight of deliverables and outcomes.
- Manage, verify and finalize communications to ensure proper and consistent delivery across the organization and to external audiences
- Provide direction for continued development in creative endeavors, brand management, and content planning
- Act as a liaison and point of contact for the CEO in personal, ministry, and business endeavors, consistently representing the brands with a professional appearance and attitude
- Maintain and build existing ministry relationships in addition to sourcing and developing future relational opportunities
- Any other duties as assigned by the CEO

8/23/21