



EXECUTIVE ASSISTANT TO FOUNDER | CEO

SUMMARY

Full-time opportunity to support Founder | CEO of Arrabon to keep Founder | CEO organized, informed, and prepared. Key qualities include commitment to ethos of reconciliation, high level of attention to detail, keen situational awareness, and ability to triage issues. Reports to COO.

RESPONSIBILITIES

- Coordinate travel, speaking engagements, and donor meetings
- Monitor and maintain the Founder/CEO's professional calendar and inbox, and delegate responsibility of inquiries, as necessary
- Coordinate and prepare agendas and preliminary materials for meetings and events
- Provide full support on CEO's travel arrangements (hotels, flights, per diem) and prepare authorizations and review expense reports
- Take minutes during meetings, schedule follow-ups as necessary, record next steps, and delegate tasks
- Partner with leadership to coordinate, execute, and maintain programs and initiatives
- Remain aware of Arrabon's programs and marketing efforts
- Proofread and edit content for standardization to ensure clarity and accuracy
- Represent Arrabon's ethos by creating and maintaining positive working relationships with internal and external stakeholders when corresponding over email and phone and facilitating in-person meetings and gatherings with colleagues, partners, donors, etc.
- Data entry for customer relationship management
- Perform other administrative duties as assigned

QUALIFICATIONS

- Excellent administrative capacity to prioritize and manage concurrent projects and tasks and complete them with minimal oversight
- Experience in booking travel and events
- Excellent organizational, planning, and time management skills
- Strong interpersonal skills to effectively engage with all levels within an organization, internal and external to Arrabon
- Excellent judgment to make sound decisions on behalf of Founder | CEO
- Excellent written and verbal communication skills
- Adept at creative problem solving
- Ability to exercise professional discretion and integrity

REQUIREMENTS

- Bachelor's degree in Business Administration or relevant field
- Familiarity with customer relationship management tool
- Lives in Richmond, VA or has ability to relocate
- Ability to work from home
- Mature Christian faith

COMPENSATION

- Salary is commensurate with experience
- Benefits: medical, dental, vision, unlimited vacation

ABOUT ARRABON

The name Arrabon comes from the Greek word meaning "a foretaste of what is to come." Arrabon is focused on inspiring and equipping the US church to pursue racial healing and reconciliation.

TO APPLY

Send a cover letter and resumé to Hahna Kimbrough (COO) at ops@arrabon.com.