



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, seven Hope Pregnancy Centers (HPC) and HPC Mobile Unit offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Executive Assistant to the President Corporate Secretary to the Board of Trustees

Job Description Summary: The Executive Assistant to the President will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ. The Corporate Secretary is the official secretary to all board of trustee meetings and operations.

This non-exempt position is full-time. The employee will receive hourly compensation based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and compensation package which includes health insurance, life insurance, retirement and much more.

Location: Home Office, Oklahoma City

Reports to: The Executive Assistant to the President is responsible to and under the supervision of the President of OBHC.

Supervises: The Executive Assistant to the President supervises any receptionist (where applicable) and volunteers of the Home Office.

Requirements: *“For an overseer, as God’s steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus’ death, burial and resurrection.

2. Believe the Bible is the inspired and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist church.
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

Educational/Job Skill Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Bachelor's degree in business or a related field preferred.
2. At least (3) years of experience directly related to duties and responsibilities specified.
3. Proficient mastery of a personal computer and associated software applications.
4. Management experience preferred.
5. Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
6. Forward looking and thinker who actively seeks opportunities and proposed solutions.
7. Ability to achieve high performance goals and meet deadlines in a fast-paced environment.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

1. **The Executive Assistant to the President Will Be Responsible to the President for Administrative Management of the Home Office Executive Team.** *“Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock.” 1 Peter 5:2-3, ESV*
 - A. Coordinate with OBHC's Human Resources department regarding prospective employees.
 - B. Assist in the implementation of performance appraisal for supervised staff. Provide the president and the HR department with remedial plans, goals, and identification of strengths for all employees directly supervised.
 - C. Assists the president in overall coordination, development, implementation and review of Executive Team procedures.
 - D. Work with Human Resources on supplying any documentation of vacation time or sick leave for anyone supervised by the President.
 - E. Be available at least by phone on a 24-hour-day basis in emergency or crisis situation.
2. **Encourage, and Support the Executive Team in a Christ-Like Manner.** *“Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens.” Exodus 18:21, ESV*

- A. Foster an appropriate Christian environment in the Home Office.
 - B. Provide direct support of the Executive Team as directed by the President.
 - C. Encourage and support the Home Office staff, part-time personnel, interns, and volunteers through direct personal contact, timely communication and commitment to excellence
 - D. Support the Home Office staff by providing spiritual growth and development opportunities, appropriate work schedules, appropriate accommodation of emergency, special, or unscheduled events/situations that affect the established work schedule, training opportunities and available resources for personal and family counseling when appropriate.
 - E. Foster an emotionally stable environment for the Home Office through fairness and consistency of staff.
- 3. Responsible for Reporting to the President with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*
- A. The executive assistant to the president is responsible to and under the supervision of the president for the general operation, activities, and projects of the organization.
 - B. In the absence of the president, the executive assistant to the president is responsible to the president’s designee for pertinent information concerning general Home Office operations, serious incidents, and other factors and circumstances that involve the safety and well-being of the staff members and children in care.
- 4. Assist the President in the Overall Coordination and Implementation of the Executive Team Program and Services of OBHC.** *“Whatever your hands find to do, do with all your might, for there is no work or thought or knowledge or wisdom in Sheol, to which you are going.” Ecclesiastes 9:10, ESV*
- A. Assist the President in development, implementation, and review of Executive Team procedures.
 - B. Work cooperatively with the President to insure the implementation of all OBHC policies and procedures of DHS, Health Department and Fire Marshall licensing requirements.
- 5. Provide Assistance to the President with General Secretarial Responsibilities.** *“Therefore, my beloved brothers, be steadfast, immovable, always excelling in the Lord’s work, knowing that your labor in the Lord is not in vain.” 1 Cor.15:58, ESV*
- A. Insure confidentiality at all times.
 - B. Prepare correspondence as needed.
 - C. Act as receptionist to president.
 - D. Schedule appointments for president
 - E. Maintain president’s calendar.
 - F. Receive visitors in a hospitable environment.
 - G. Prepare documents requiring president’s signature.
 - H. Shred sensitive paperwork after it has been processed.

- I. Assist with research of donors in Raiser’s Edge.
 - J. Provide appropriate acknowledgments to individuals, churches, and supporters.
 - K. Reconcile president’s credit card account monthly statement.
 - L. Proofread drafts and galleys for printed materials.
 - M. Assist in scheduling Cabinet meetings.
 - N. Work on special projects as requested.
 - O. Arranges complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings.
 - P. Serve as a “gate keeper” to the President and communicates with others on behalf of the President.
- 6. Preparation of Assigned Legal and Accounting Documents and Correspondence.**
“Prepare your work outside: get everything ready for yourself in the field; and after that build your house.” Proverbs 24:27, ESV
- A. Prepare acknowledgement letters to family for estate or trust gifts.
 - B. Keep Notary seal up-to-date and notarize legal documents.
 - C. Maintain all legal corporate documents relating to OBHC.
- 7. Maintain Assigned Files.** *“But all things should be done decently and in order.” 1 Corinthians 14:40, ESV*
- A. Maintain vacation time and sick leave for selected office staff.
 - B. Maintain files for correspondence and assigned material.
 - C. Maintain database of president’s special donors and friends.
 - D. Maintain master list of legal documents, blueprints, plats and historical documents for all OBHC facilities.
- 8. Serve As Corporate Secretary to the Board of Trustees.**
“Whoever works his land will have plenty of bread, but he who follows worthless pursuits lacks sense.” Proverbs 12:11, ESV
- A. Develop and maintain all Board of Trustee printed materials.
 - B. Provide information for coding new Trustees for Raiser’s Edge.
 - C. Work in conjunction with Special Projects Coordinator on arrangements for Board of Trustee meetings.
 - D. Work with each Trustee showing hospitality, compassion, integrity and warmth.
 - E. Develop periodic correspondence to Board of Trustees.
 - F. Prepare and maintain minutes of the meetings of the Board of Trustees.
 - G. Prepare and maintain minutes of the Executive Committee of the Board of Trustees.
 - H. Prepare and maintain minutes of the Board of Trustees Committee meetings.
 - I. Prepare and maintain minutes taken during Executive Session and send a copy to the OBHC attorney when needed.
 - J. Maintain discretion and confidentiality with all Trustees.
- 9. Serve as event coordinator for President’s Leadership Banquet in which major gift prospects, legacy members, and other special guests are invited.** *“Contribute to the needs of the saints and seek to show hospitality.” Romans 12:13, ESV*

- A. Coordinate design and printing of invitations
- B. Compile guest list.
- C. Serve as liaison between banquet and the students/sponsors participating in the President's Leadership Conference.
- D. Participate in meetings with the President's Leadership Conference Facilitator and other OBHC staff sponsors in months prior to banquet.
- E. Facilitate follow-up with thank-you notes, photography distribution, invoice payments and other details for event.

10. Demonstrates Christ-like Interpersonal Skills

"Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel" Philippians 1:27, ESV

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children and families.
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation.
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff.
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed.
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ.
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer.

11. Honor God's Provision by Keeping OBHC Property Clean and Well Maintained

"Honor the LORD with your wealth" Proverbs 3:9a, ESV

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Proverbs 28:18)
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and well maintained (Gal. 6:4,5).
- C. Be proficient and use integrity in use of computer and other office equipment.

12. Additional Responsibilities

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17, ESV

- A. Maintains appropriate attire as dictated by: biblical commitment to modesty, specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by the President.
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the President, demonstrating Christ-like respect for authority.

- D. Be available to represent OBHC in public meetings as per request.
- E. Seeks proper administrative approval on all credit cards and charge accounts when purchasing items needed.
- F. Make prayerful and wise financial decisions on purchases. For example, purchase items on sale, in proper quantity, and only necessary items.
- G. Upon receiving OBHC employee credit card statement, compile all receipts, documentation and information to submit within time designated by the President
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI, K) unless otherwise specified by the qualifications listed in this job description.
- I. Complete appropriate tasks as assigned by the President.

Overtime: This position is entitled to overtime (exceeding 40 hours in one work week) pay through the Fair Labor Standards Act. In the event that the employee qualifies for overtime, he or she must have those hours approved by his or her supervisor before working those hours. Overtime hours will be submitted after the supervisor's approval.