Operations and Executive Assistant

Location: Candidate needs to be based in the greater Washington, DC area to access the office (hybrid work schedule).

Hours per week: 40

Salary Range: $45,000-$50,000

Position Summary:
Creation Justice Ministries is seeking a highly organized and versatile individual to fill the position of Operations and Executive Assistant. Reporting to the Co-Executive Directors, this role primarily focuses on supporting the day-to-day operations of the organization, assisting the Co-Executive Directors, managing communications, and coordinating with the Board of Directors.

The Operations and Executive Assistant should possess excellent administrative and communication skills, attention to detail, and the ability to handle multiple tasks efficiently. Candidates must be comfortable working in an ecumenical Christian environment. The ideal candidate will have a vision for creating, refining, and improving operations systems and an ability to implement those systems.

Responsibilities:
- Operations (30 percent)
  - File and Database management (EveryAction and Google Drive)
  - Track and report data (email performance, website visits, social media, search engine optimization)
  - Manage financial processing, including sending and filing invoices, compiling and submitting expense reports, and processing checks
  - Liaise between fiscal sponsor, staff, and financial consultant on financial reporting and processing
  - Improve the operational systems, processes and policies of the above areas.
  - Manage the printing and mailing of Creation Justice Ministries resources
  - Other office administrative tasks, as needed
- Communications (30 percent)
  - Create registration pages, sign-up forms, emails, and other materials in EveryAction
- Basic website management and updates
- Prepare and send emails, including the monthly “Action Center” newsletter
- Edit, format, and prepare documents
- Manage the Creation Justice Ministries info email account
- Social media management
- Basic graphic design for Creation Justice materials
- Assist Co-Executive Directors (25 percent)
  - Prepare donor reports and thank you letters
  - Schedule meetings for Co-Executive Directors
  - Occasionally support travel-planning for Co-Executive Directors
  - Assist with event and meeting planning
  - Assist with other tasks as needed
- Board of Directors Coordination (5 percent)
  - Support the planning and execution of the Board of Directors Meetings that occur twice a year, including travel coordination, venue planning, and other logistics.
  - Prepare and share monthly updates for the Board of Directors
- Miscellaneous Responsibilities (10 percent)

**Preferred Experience and Skills:**
- Minimum 1 year of professional administrative experience
- Demonstrated organizational skills, and the ability to manage multiple tasks simultaneously, while meeting deadlines
- Event planning experience, including travel and vendor coordination, speaker liaison and coordination, etc.
- Strong attention to detail
- Excellent written and verbal communication and interpersonal skills and ability to draft high quality written materials and correspondence
- Basic copy-editing ability
- Basic data tracking and reporting ability
- Familiarity with basic website editing (Weebly)
- Familiarity with basic graphic design (Canva)
- Familiarity with constituent relations manager (EveryAction)
- Working knowledge of a range of platforms including Asana, Slack, and Google Apps
- Ability to contribute to the development and implementation of more efficient processes and systems

**Benefits include:**
- Pension fund (up to 5 percent employer match)
- Healthcare coverage
- Cell phone and internet partial reimbursements
- $900 annual wellness benefit
- Computer provided
- 4 weeks (20 days) paid vacation days annually
- Up to 16 paid holidays annually
- Accrued sick leave, starting at 12 days

*This position may rarely require domestic travel and occasional work on nights and weekends.*

**How to Apply:**
Send a resume and cover letter to info@creationjustice.org with “[LAST NAME] Operations and Executive Assistant application” in the subject line.

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**About Creation Justice Ministries**
Creation Justice Ministries is an ecumenical organization representing the creation care policies of 38 Christian denominations, including mainline Protestant, Orthodox, Baptist, and peace churches. Creation Justice Ministries educates, equips and mobilizes Christian communions/denominations, congregations and individuals to protect, restore, and rightly share God’s Creation.

Based on the priorities of its members, with a particular concern for frontline communities, Creation Justice Ministries provides collaborative opportunities to build ecumenical community, guides people of faith and faith communities towards eco-justice transformations, and raises a collective witness in the public arena echoing Christ’s call for just relationships among all of Creation.

Creation Justice Ministries (CJM), a fiscally-sponsored project of Disciples Home Missions, is headquartered in Washington, DC.