



United  
Women  
in Faith

Position Vacancy

# EXECUTIVE ASSISTANT

Remote Position

## About United Women in Faith

United Women in Faith - National Organization is the policy-making body that manages and oversees the programs and projects of United Women in Faith (UWFaith). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments, and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UWFaith builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

## Summary of Responsibilities

The **Executive Assistant** supports and maximizes the efficiency of the General Secretary/CEO and the Treasurer/CFO in one-on-one working relationships and supports the Office of Financial & Asset Management.

The **Executive Assistant** serves as the primary point of contact for internal and external constituencies on all matters pertaining to the General Secretary. The **Executive Assistant** also serves as a liaison to the General Secretaries of other United Methodist agencies, Conference and Jurisdiction UWFaith Presidents, Conference and Jurisdiction UWFaith Treasurers. In relation to the Board of Directors and UWFaith donors, the **Executive Assistant** organizes and coordinates executive outreach and external relations efforts; and when necessary, oversees special projects.

The **Executive Assistant** must be creative and enjoy working within a small environment that is mission-driven, results-driven and community-oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The **Executive Assistant** will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This position is not static and will be revised as the needs of the organization evolve.

**Salary Range: \$70,000 - \$77,000.**

## Duties and Responsibilities

- General Secretary/CEO Support
- Communications, Partnerships and Outreach
- Office of Finance & Asset Management Support
- Board Support and Liaison

## **Qualifications**

*(All requirements are subject to possible modification to reasonably accommodate individuals with a disability.)*

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, members, and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity and sense of humor.
- Highly resourceful team-player, with the ability to be effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of member service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Independent worker, self-motivated, attention to detail, utilizes creativity in problem solving, productive team player.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

## **Education and Experience Requirements**

- Bachelor's degree preferred.
- Eight to ten years' administrative/secretarial experience, preferably in a religious nonprofit or community-based organization.
- Familiarity and general knowledge of polity of the United Methodist Church is helpful.
- Strong work tenure: 2(+) of experience supporting C-Level Executives, preferably in a non-profit organization.
- Experience and interest in internal and external communications and partnership development.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and social media web platforms.

## **Benefits**

8% 403(b) employer contribution with 2% match, insurances for health, dental, LTD, Life, EAP, paid short-term disability, self-care cash incentives and wellness Wednesday hour, 22 days' vacation, and other generous time-off benefits including Christmas week and August Fridays!

## **To Apply**

Send resume/cover to [mclemmons@uwfaith.org](mailto:mclemmons@uwfaith.org) with the subject line: "EXECUTIVE ASSISTANT - {Your Name}" by May 30, 2026.