



# We share your faith and your values.

## We're your trust company.

### ADMINISTRATIVE ASSISTANT

*Hybrid role*

#### POSITION OVERVIEW

This position is responsible for providing high-level support to the NCTC Leadership Team through coordination of functions, events, people, and data. The ideal candidate must possess exemplary organizational, communicative, creative, and managerial skills.

#### ABOUT US

NCTC empowers churches, church institutions and church members to create and sustain healthy and vibrant ministries through faithful stewardship of their investments. A subsidiary of the Presbyterian Foundation — America's second-oldest charitable foundation, founded in 1799 — NCTC was established in 1998 to offer full-service financial planning, investment management and trust services. Our purpose is driven by the shared faith, values and integrity of the Presbyterian Church (U.S.A.).

We are passionate about taking exceptional care of each and every client while advancing the mission of the church. As a limited purpose national bank federally regulated by the Office of the Comptroller of the Currency (OCC), we are the trusted fiduciary partner our clients rely on. We've experienced tremendous growth over the past decade, with assets under management increasing from \$47 million to over \$600 million. NCTC is now focused on future expansion of our services to help even more churches thrive.

#### WHY NCTC?

##### WE VALUE OUR PEOPLE

NCTC embraces a person-centric philosophy because we know that our team members are our greatest assets.

##### WE OFFER EXCEPTIONAL BENEFITS

We offer a highly affordable health insurance plan, generous paid vacation time, and an outstanding overall benefits package.

##### WE PROVIDE GROWTH OPPORTUNITIES

An expanding firm that promotes from within, you will have the chance to grow with us, and play a pivotal role in NCTC's strategic direction.

##### OUR CULTURE IS VALUES-DRIVEN

Our culture is rooted in integrity, collaboration, and servant leadership, thanks to our focus on shared values and a purpose greater than ourselves.

##### WORK/LIFE BALANCE IS OUR PRIORITY

We offer a flexible, hybrid work environment that's designed to promote work-life balance and put people above profit.



*See next page for the full job description and instructions on how to apply.*

# ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

## POSITION SUMMARY

The position will be responsible for high-level administrative support, including the minutes for various staff committees and serve as back-up for Board minutes. In addition, the incumbent must coordinate and organize meetings involving NCTC's Directors, senior staff, and other group meetings orchestrated by the CEO. This position oversees the CEO's calendar and travel plans. This individual must be capable of taking charge of projects and situations, be intuitive and innovative. Must be willing to serve on staff project teams as needed.

## SALARY

\$62,000-\$65,000 annually

## SCOPE & BREADTH OF POSITION

This position reports directly to NCTC's President & CEO and has no direct reports.

## MAJOR DUTIES AND RESPONSIBILITIES

### Smooth, efficient, and discreet organization and operation of the NCTC Leadership Team.

- Coordinate and schedule the CEO's activities; open, read, and sort mail for CEO; manage calendar and appointments; review and screen CEO's emails and identify priorities for immediate action. Delegate when appropriate and handle routine matters personally.
- Coordinate travel schedules and plans of executives with knowledge of priorities, key people, and calendar constraints.
- Consult with executives as needed to solicit information, provide critical updates, and to coordinate information and priorities. Exercise tact, diplomacy, and discretion in written and verbal communications.
- Prepare master calendar of events.
- Perform special administrative projects requiring the ability to gather and analyze data, and produce meaningful reports and/or presentations.

### Board & Committee Meeting Preparation and Support.

- Coordinate travel, lodging, and meals for staff, trustees, and guests.
- Travel and attendance are necessary for off-site meetings.
- Assist with communications and meeting materials.
- Schedule meetings for all Board committees, ensuring frequency meets Office of the Comptroller's requirements.

### Provide support to internal staff committees.

- Prepare agendas and materials for internal committees.
- Prepare minutes for internal committees

## REQUIRED COMPETENCIES

### Organizational Mission

- Understand and support the mission of NCTC.

### Professionalism

- Develop and maintain constructive and cooperative working relationships with others inside and outside of the Organization.
- Must be accustomed to interfacing with staff and executive levels demonstrating business acumen and advanced communication skills. Adept at managing confidential business documentation and communiqués and maintaining the utmost professional presentation and decorum at all times.
- Must be dynamic, proactive and resourceful.
- Able to stay calm under pressure; flexible and adaptable to change; able to handle multiple priorities.

### Problem Solving

- Ability to apply logic, reasoning and creativity to analyze situations, provide recommendations, and provide solutions.

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# ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

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- Able to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Understand the implications of new information for both current and future problem-solving and decision-making.

## Decision Making

- Must have the ability to function with limited direction and be capable of making independent decisions

## Organization and Direction

- Develop specific goals and plans to prioritize, organize, and accomplish your work
- Monitor/assess performance of self. Handle and implement constructive direction

## EXPERIENCE AND JOB-RELATED REQUIREMENTS

- Bachelor's degree or a combination of experience and demonstrated business acumen required.
- Experience supporting executive and/or director level positions is preferred.
- Minimum of two years of experience with event/meeting planning.
- Demonstrated experience producing executive office communications.
- Excellent oral and written communication skills, including tact and diplomacy in dealing with people at all levels.
- Excellent knowledge of the structure and content of the English language including spelling, vocabulary, rules of composition, punctuation, and grammar.
- Demonstrated proficiency in Microsoft Suite applications: Word, Excel, and PowerPoint.
- Possess advanced skills in developing and modifying Excel spreadsheets and PowerPoint presentations including the incorporation and formatting of charts, graphs, and images.
- A proven track record of administrative success in detail organization, project accomplishments, time management, and communication (both verbal and written).
- Experience taking minutes preferred.

## PHYSICAL REQUIREMENTS

- Ability to communicate orally with management and co-workers, both individually and in a group/team. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common.
- Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- No heavy lifting is expected. However, should be able to lift suitcase for work-related travel.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

## WORK ENVIRONMENT

- The job is performed indoors in a traditional office setting. Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.
- Light travel required.
- Must be able to work well in a hybrid work environment.

To apply, forward your résumé to Yveshia Klingman at

[Yveshia.Klingman@presbyterianfoundation.org](mailto:Yveshia.Klingman@presbyterianfoundation.org)

Attn: HR Posting #HR 25-02-01

*The Presbyterian Church (U.S.A.) Foundation, along with its subsidiary New Covenant Trust Company (NCTC), are Equal Opportunity Employers. We provide equal opportunities in all employment positions, regardless of age (as defined in the Age Discrimination in Employment Act), disability, sex, national origin, race, color, creed, religion, sexual orientation, gender identity, gender expression, or veteran status.*