



Miracle Hill
MINISTRIES

Miracle Hill Ministries, Inc. **Executive Assistant Intern (unpaid)**

25 hours/week

Job Title: Executive Assistant Intern
Department: Administrative Office
Reports To: Executive Assistant

Summary / Purpose of Position: To provide all needed support to MHM's governing Board and the MHM President/CEO. This role will support other staff leaders and the ministry in general as needed.

Essential Duties and Responsibilities:

- Administrative support for the Executive Assistant
 - Plan for guests
 - Handle personal correspondence and all executive office documents and documentation as needed
 - Recognize Staff, Board and special donors on their birthdays
 - Perform other duties or activities as directed by the Executive Assistant

Other Responsibilities:

- General office responsibilities
 - General office manager, defined as responsible for cleanliness and to ensure all maintenance needs are reported and taken care of.
- Special Projects/needs
 - Use your knowledge of Miracle Hill, its philosophy and its people, to assist with special projects. Such assignments may include acting as a substitute in one of the departments, visiting with donors, representing Miracle Hill at official functions, and active participation in professional association meetings. When in another capacity, during the time you are there, you are under the supervisor of that area in the chain of command and should respect their established methods of operation.
- Interior Design
 - Maintain quality and cleanliness in each of Miracle Hill's facilities
 - Participate in quarterly inspections with the Director of Facilities to ensure facilities meet the Miracle Hill standard.
 - Assist with aspects of interior design—colors, floor covering design, furniture, wall hangings and other furnishings. When appropriate, purchase items through MH thrift stores or local vendors to replace furniture and other items as needed.
 - When opening a new facility, ensure that the facility meets the MH standard of quality. Cooperate with the Director of Facilities and other parties to ensure the transition and opening are as smooth as possible.

Qualifications:

- Excellent people skills and skilled in building relationships.
- Proficient in Word, Excel, PowerPoint, and Outlook
- Proficient in electronic filing for documents