



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is an industry leader in the human services field. Founded in 2000 as a faith-based, Christian, non-profit, The RIDGE Project specializes in Youth Intervention, Fatherhood, Healthy Relationship, Healthy Family, and Workforce Development services. We currently operate throughout the state of Ohio. Through our unique and cutting edge programs, we seek to end generational cycles of family disintegration by training clients how to have strong, healthy and permanent marriages, and how to be responsible citizens and role models in their schools, families and/or communities. We are rapidly expanding the scope of our services, and are seeking well-qualified individuals who are passionate about strengthening families.

Job Title:

Executive Assistant

Date:

04/18/2014

Job Description:

1 | SUMMARY OF FUNCTIONS:

The Executive Assistant will support The RIDGE Project by providing excellent support to the co-Founders and co-Executive Directors, Ron and Catherine Tijerina. The Executive assistant will enhance the Executive Directors' effectiveness in the following ways:

- A. By functioning as the personal assistant to the Executive Directors.
- B. By managing the Executive Directors schedules.
- C. By organizing and maintaining Executive Director's and The RIDGE Project's records and files.
- D. By collecting, collating and submitting data for Project reports in timely fashion.
- E. By preparing correspondence, press releases, any other documents as required by the Directors.
- F. By assisting in grant research and writing.
- G. By assisting the Director in all practical aspects of the RIDGE Project Programs as requested.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

1. To assist in gathering from Director, Staff and Contractors all data required by various aspects of project reporting, compile and record data on appropriate forms, send data to whatever sources require it, all within time-frames required.
2. Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
3. Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
4. To compose, type and take dictation correspondence for Director, and send, as requested.
5. Welcomes guests of the Executive Directors and Dignitaries by greeting them, in person or on the telephone, and answering or directing inquiries.
6. To organize and maintain a filing system for statistical data, budget data, correspondence, project-related information, etc.
7. To arrange details of events and conferences as requested (e.g., venue, airline tickets, flight information, lodging arrangements, logistics of travel and presentations).
8. To inventory supplies and order as necessary.
9. Compile Training materials as requested.
10. To travel, as needed, both in-state and out of state, with the Executive Directors.
11. Other duties as assigned.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports to the Executive Directors

Job Location:	Northwest Ohio	Company Industry:	Not for Profit, Ministry
Job Role:	Communications	Joining Date:	April, 2014
Employment Status:	Full-time	Employment Type:	Employee
Yearly Salary Range:	\$	Manages Others:	No
Number of Vacancies:	1	Other:	
Skills:			
<ul style="list-style-type: none"> • Must demonstrate a lifestyle consistent with the principles and goals of The RIDGE Project. • Must adhere to a strong conviction that healthy marriages produce healthy families and communities. • Must adhere to the policies and directives established by The RIDGE Project Board of Trustees. • Must possess exceptional organizational skills and ability to work without supervision. • Must possess good secretarial skills, including writing and editing, and working with computer and office machines. • Must be able to anticipate needs and fill them, without being asked. • Must have Associates Degree, Bachelor's Degree preferred. • Must have previous Executive Assistant Experience. • Must have excellent written and oral communications skills. • Must be able to multi-task, and accomplish tasks within deadlines, while managing multiple priorities. • High level of discretion when handling sensitive and highly confidential information. • Must work well under pressure. • Must be able to work extended hours, and have a flexible schedule, as needed. • Must possess a valid Ohio driver's license and proof of insurance. • Must agree to adhere to the policies and directives established by The RIDGE Project Board. 			
Career Level:	Professional	Years of Experience:	5 Years or more
Residence Location:	Northwest Ohio	Degree:	Bachelor's Degree Preferred
Please Send Application to:			
Name:	RIDGE Project, Inc	Email:	jobs@theridgeproject.com
Address:	J169 State Route 65	Country:	USA
City/State:	McClure, Ohio	Zip/Postal Code:	43534
Phone:	NO CALLS	Fax:	(419) 278-0117
Company Website:			
www.theridgeproject.com			