**UCFM Transformative Talks Executive Assistant**

The Transformative Talks Researcher provides administrative support to the Assistant Producer in Transformative Talks program development.

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| **Ministry Area/Department** | Outreach/Inreach |
| **Position** | Executive Assistant |
| **Accountable To** | Assistant Producer |
| **Ministry Target** | Churched and unchurched who are interested in overcoming social divides |
| **Position Is** | Volunteer |
| **Position May Be Filled By** | Church member |
| **Minimum Maturity Level** | Stable, maturing Christian |
| **Spiritual Gifts** | Administration • Service • Hospitality |
| **Talents or Abilities Desired** | Good communicator • Administration • Teamwork |
| **Best Personality Traits** | Expressor-Leader • Dependable • Detail Oriented |
| **Passion For** | Creative collaboration • Administration |
| **Length of Service Commitment** | One year minimum |

**Anticipated Time Commitments**

1. **Doing ministry/preparing for ministry:** 1 hour/week preparation, 4-6 hours/month production

2. **Participating in meetings/training:** 2 hours/month

**Responsibilities/Duties**

1. Arrange collaboration with the team for programming development.

2. Manage administrative tasks related to production needs.

3. Create and maintain any necessary documentation in association with guests, audience, and programming.

4. Address and prioritize projects and duties as needed according to timeliness and importance.

5. Assist in ensuring hospitality for guests.