

Job Title: Executive Support Specialist
Department: President's Office
Location: ABWE Headquarters, New Cumberland, PA
Job Type: Full-Time

Supervisor: Executive Vice President

Supervisory Responsibility: None

Mission/Vision: Fulfilling the Great Commission by multiplying leaders, churches, and missions movements among every people.

Job Summary/Primary Role: The *President's Office Executive Support Specialist* serves as a **strategic partner and operational extension of the President**, ensuring that his time, travel, communication, and resources are stewarded with excellence. This role is responsible for proactive calendar management, comprehensive travel coordination, and extensive logistical support that maximizes the President's effectiveness both in the office and while traveling.

The *President's Office Executive Support Specialist* operates with a high degree of discretion, initiative, and situational awareness, anticipating needs, resolving challenges, and ensuring that the President is well-prepared and well-supported in every engagement. This position plays a critical role in enabling focused leadership, relational impact, and organizational effectiveness.

Essential Functions and Responsibilities include but are not limited to:

Executive Calendar & Time Management

- Maintain a “live” and highly accurate executive calendar, ensuring all meetings, travel, preparation time, and buffer blocks are clearly defined and aligned with priorities.
- Anticipate conflicts, adjust schedules proactively, and ensure the President is fully prepared for each engagement.

Travel & Logistics Coordination

- Plan, book, and manage all domestic and international travel, including flights, lodging, ground transportation, and itineraries.
- Prepare detailed travel schedules that support productivity, rest, and strategic relationship-building.
- Manage travel-related documentation and ensure seamless execution before, during, and after trips.

On-the-Road Effectiveness

- Design travel schedules to maximize the President’s effectiveness while traveling, including strategic meeting placement, preparation time, and follow-up windows.
- Coordinate meetings with pastors, donors, missionaries, and partners to optimize time and relational impact while on the road.

Speaking Engagement Support

- Manage logistics for all speaking engagements, including scheduling, venue coordination, materials preparation, and follow-up.
- Ensure the President has all necessary information, documents, and context to be well-prepared for each speaking opportunity.

Research & Preparation

- Conduct research for trips, meetings, and speaking engagements, including background on churches, organizations, individuals, and regional contexts.
- Compile concise briefing materials to support informed decision-making and meaningful engagement.

Financial & Administrative Oversight

- Book flights and travel arrangements in alignment with organizational policies and budget guidelines.
- Prepare and submit expense reports accurately and in a timely manner.
- Serve as the President's Office budget watchdog, monitoring expenses, tracking budget vs. actuals, and flagging concerns or anomalies proactively.

Presentation & Communication Support

- Create, edit, and format PowerPoint and Canva presentations for meetings, speaking engagements, and internal use.
- Ensure presentations align with organizational branding and communication standards.
- Performs other duties or special projects as required or as assigned.

Qualifications: Ability to pass a background check and all necessary clearances as mandated by the Commonwealth of Pennsylvania.

Education: Associate's degree in office administration, business, or similar, preferred or requisite experience.

Minimum Prior Experience Required: 3-5 years of experience with support at the executive level.

Travel: This role may require travel within the United States.

Necessary Attributes:

- Joy-filled personal faith rooted in Jesus Christ and a heart to serve.
- Exceptional organizational and time-management skills.
- High level of discretion, confidentiality, and trustworthiness.
- Ability to anticipate needs and operate proactively.
- Strong attention to detail with the ability to manage multiple priorities.
- Clear communication skills and executive-level professionalism.
- Comfort working with budgets, travel systems, and presentation tools.
- Thinks strategically about time, energy, and effectiveness.
- Thrives in a fast-paced, relationally complex environment.
- Is solutions-oriented and calm under pressure.
- Understands that excellence behind the scenes enables impact out front.

Christian Life:

ABWE is a Christian organization, and it is necessary that employees possess and maintain a lifestyle that is above reproach. Employees are encouraged to participate in staff events including corporate and departmental prayer times and staff meetings and lunches.

All ABWE employees must:

- Be a believer in the Lord Jesus Christ and able to articulate a personal testimony of salvation.
- Be walking in Christ-like obedience to Biblical standards in ways that evidence a transforming relationship with Jesus Christ, particularly as outlined in ABWE's Christian Code of Conduct.
- Be a current and active member and/or regular attendee of a like-minded local church that aligns doctrinally with ABWE.
- Be able to fully support ABWE's mission, vision, core values, Statement of Faith, and ministry philosophy.
- Be able to follow all guidelines set forth in the ABWE IHQ Staff Handbook.

Physical Demands and Work Environment: The physical demands are minimal and typical of similar jobs in comparable organizations, including extended periods of time sitting at a desk. The work environment is representative and typical of similar jobs in comparable organizations. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, talk or hear; perform fine motor, hand, and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand, walk, and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. The employee will spend their time in an office environment with a moderate to high noise level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.