



Job Description: Executive Assistant

Summary:

The Executive Assistant serves as a strategic administrative partner to the CEO and executive leadership team of Teen Challenge Adventure Ranch (TCAR). This role is critical to the effectiveness, organization, and communication flow of the organization, supporting both daily operations and long-term strategic initiatives.

This position is not merely administrative—it is a high-capacity coordination and execution role responsible for managing key projects, producing executive-level reports, organizing critical data, and ensuring alignment across departments.

The ideal candidate is highly organized, detail-oriented, technologically proficient, and demonstrates strong integrity, discretion, and initiative. This individual must be able to operate in a fast-paced, mission-driven environment while supporting a Christ-centered culture.

This role also plays a key support function in ensuring organizational compliance with CARF accreditation standards and state licensing requirements.

Reports to: CEO

Works closely with: CFO, COO, Directors, and Administrative Team

Key Responsibilities:

Executive & Strategic Support

- Manage CEO calendar, priorities, and scheduling with high-level discretion



- Coordinate executive meetings, leadership team meetings, and board-related logistics
- Prepare reports, presentations, and documents for executive and board use
- Assist in tracking organizational goals, KPIs, and strategic initiatives
- Serve as a liaison between the CEO and internal/external stakeholders

Project Management & Reporting

- Lead and facilitate assigned projects from concept to completion
- Create, track, and maintain project plans, timelines, and deliverables
- Develop and manage reports using advanced Excel (pivot tables, formulas, dashboards)
- Collect, analyze, and distribute organizational data to leadership
- Ensure consistency and accuracy of reporting across departments

Administrative & Operational Support

- Assist in day-to-day administrative operations of the ministry
- Support leadership team with scheduling, communication, and coordination
- Maintain organized filing systems (digital and physical)
- Prepare professional correspondence, documents, and communications
- Coordinate internal communication flow across departments



Front Office & Communication Support

- Provide backup support for front office operations when needed:
 - Answer phones and respond to general inquiries
 - Manage general ministry email accounts
 - Process incoming/outgoing mail and communications
- Serve as a professional and welcoming point of contact for visitors and stakeholders

Systems & Technology

- Utilize and integrate multiple software platforms (Office 365, Excel, CRM systems, etc.)
- Maintain high-level proficiency in data systems and reporting tools
- Identify opportunities to improve administrative systems and workflows

Ministry & Discipleship Responsibilities

- Actively support the Christ-centered mission of TCAR
- Model Christ-like character and leadership in all interactions
- Participate in ministry activities as needed

Compliance & Accreditation Support (CARF & DHS)

- Assist executive and clinical leadership in preparation for and maintenance of CARF accreditation standards
- Support documentation, data collection, and reporting required for CARF surveys and audits



- Help track and organize policies, procedures, and evidence of compliance across departments
- Assist with ongoing quality improvement (QI) processes, including data tracking, outcome reporting, and performance metrics
- Maintain organized records for accreditation and regulatory review
- Support preparation for CARF site visits, including assembling materials, coordinating logistics, and ensuring readiness
- Assist leadership in meeting Arkansas Department of Human Services (DHS) licensing requirements for residential care
- Help maintain compliance documentation, incident reports, and required records for state review
- Track deadlines for renewals, inspections, trainings, and regulatory submissions
- Coordinate with department leaders to ensure documentation is complete, accurate, and audit-ready
- Support internal audits and compliance checks to ensure ongoing adherence to state regulations
- Serve as an administrative liaison between TCAR leadership and accrediting/regulatory bodies as directed

Additional Expectations

- Demonstrate flexibility to serve in areas outside of formal job duties when needed
- Maintain strict confidentiality in all executive and organizational matters
- Proactively seek opportunities to add value to leadership and the organization



Qualifications:

Required:

Advanced computer proficiency, especially in Microsoft Excel (pivot tables, formulas, reporting)

- Strong organizational, planning, and time management skills
- Excellent written and verbal communication skills
- High attention to detail and accuracy
- Ability to manage multiple priorities and deadlines
- High level of integrity and confidentiality
- Typing proficiency of 40+ WPM
- Valid Driver's License
- Minimum age of 21
- High School Diploma or GED
- Must meet Arkansas DHS requirements for residential care staff (background check required)

Preferred:



- Experience supporting executive leadership or senior management
- Experience in nonprofit, ministry, or healthcare environment
- Familiarity with project management tools and CRM systems

Core Competencies:

- Initiative & Ownership
- Discretion & Trustworthiness
- Professionalism
- Adaptability & Flexibility
- Interpersonal Effectiveness
- Ministry Mindset & Spiritual Maturity

Compensation & Benefits:

- Hourly Rate: \$18-\$20/hour
- Health Insurance: 75% employer-paid (employee coverage)
- Free telehealth and tele-mental health services
- Dental, vision, and life insurance options



- Up to 3% retirement match
- Health Savings Account (HSA) with employer contribution
- Paid Time Off (PTO)

Work Environment & Classification

- This is a Safety Sensitive Position
- Role requires both office-based work and interaction within a residential treatment setting
- May require occasional flexibility in hours based on organizational needs

Mission Alignment Statement

Teen Challenge Adventure Ranch exists to empower youth and families with Christ-centered solutions to life-controlling issues. Every staff member plays a vital role in advancing this mission through both professional excellence and spiritual leadership.