



SINGULAR HUMANITARIAN

Executive Committee Position:

Executive Project Administrator

At Singular Humanitarian, we use OURSELVES, OUR TIME, and OUR TALENTS to affect generations across the world. Join our leadership to enhance many lives – including yours!



Your Role:

ANTICIPATE NEEDS - PANNED TEAMWORK - MAKES THE DREAM WORK

There's a fun t-shirt that reads "I'm a project administrator. What's your superpower?" In this role, your ultimate goal is to build relationships in order to anticipate the needs of our people and the ongoing projects to grow our organization. This support role brings out the best in our Executive Committee members by making sure they have what they need to meet milestones and advise the Steering Committee.

Responsibilities:

1. Think in terms of 3 for each member of the Executive Committee. What are the next 3 steps over the next 3 days that will help the leadership accomplish tasks in the next 3 weeks? Then make it happen.
2. Create project plans to motivate, inspire, and drive the leadership team to achieve their strategic goals
3. Be prepared with a back up plan to the master plan to aid in solutions
4. Participate in meetings and delegate the right task to the right people ensuring a balance of responsibilities
5. Evaluate our leaders' strengths and allow them to grow by being accountable for taking action

MEETING EFFECTIVENESS - IF YOU WANT TO GO FAR, GO TOGETHER

We are fortunate that the passionate people live in many time zones and can represent the LDS YSA/MSA community with diverse perspectives. As a 100% volunteer run organization, time is precious and needs to be used efficiently. This role is responsible to virtually bring all these people together no matter where they are to engage, discuss, and make important decisions.

Responsibilities:

1. Schedule monthly meetings for the Executive and Steering Committees
2. Prepare a clear and structured agenda for meetings
3. Prior to the meeting, follow up and collect any necessary information to report on deliverables
4. During the meetings, highlight priorities and devote time to "doing" rather than "talking about doing"

A CULTURAL RESOURCES - DISCOVER THE MISSION - SPREAD IT THROUGHOUT

We all can admit that an executive assistant influences so many people based on the number of people they connect with as they make things happen. This means the attitude, communications, and approach of this role and the person in it will directly affect the internal culture of Singular Humanitarian. You will empower people, effect change, and can know that your impact will be felt throughout the world.

Responsibilities

1. Be the example of staying on task, being accountable, and delivering so others adopt this as the standard.
2. Use positive language and an understanding of our mission to address various situations and decision making moments
3. Take the past and use it to influence the future
4. Find opportunities to celebrate successes and create a culture of emotional and spiritual wealth within the leadership so this same culture spreads throughout the organization

Your Time:

Singular Humanitarian is a 100% volunteer run organization. Future success is dependant on individuals who extend their daily life to do something more through this two-year commitment on the Executive Committee. The ways in which you will use your time in this role are:

COLLABORATIVE MEETINGS

1. Coordinate and participate on monthly conference calls with the Executive & Steering Committees
2. Time spent in creating meeting agendas, drafting emails, and frequent follow-up with leadership

EXPEDITION PLANNING

1. Two months prior to an expedition, connect with the Expedition Executive and the Expedition Director on creating a project plan for the upcoming expedition
2. Work with the Expedition Director on any support needed to ensure the expeditions are our quality product
3. When an expedition is complete, work with the Expedition Team to capture “lessons learned” for future expedition success

GO ON AN EXPEDITION!

..or 2 or 3 expeditions. Capture the mission by experiencing it for yourself!

Your Talents:

What we do is simple: We take LDS YSA/MSA's and their friends on humanitarian expeditions. Our impact is lasting as we facilitate a life changing experience with new meaningful relationships. This means your role is critical to the success of Singular Humanitarian. The following gifts are needed:

Positive attitude Servant leadership Driven Organized Project Management Experience
 Develops Creative Solutions Master Coordinator Facilitator Likes Using Technology to Connect Others Fosters Relationship Not Afraid to Follow Up Transparency (*inspiration* is based on *information*) Have Fun Be Yourself Make a Difference

SINGULAR HUMANITARIAN

ORGANIZATIONAL STRUCTURE

