

# Executive Assistant

## About The Center for Truth in Love:

The Center for Truth in Love (TIL) is a faith-based non-profit (501c3) organization committed to equipping believers to speak truth in love. Our mission is rooted in apologetics, cultural engagement, and Biblical worldview training. We carry out our mission with live events, conferences, podcast and other media, video-based curriculums on cultural topics and speaking into the public square in cities and on college campuses.

The Executive Assistant position and type of person we are looking for in general can be summed up in the article: <https://michaelhyatt.com/rockstar-executive-assistant/>

## Responsibilities Include:

- Calendar, email, and 'to-do' list management
- Manage speaking requests and travel arrangements from end to end
- Managing Ben's contacts, partner and networking meeting schedule
- Preparing documents and presentations
- Some graphic design ability is ideal (Canva, etc.)
- Light proofreading
- Records management
- Generally taking admin tasks off Ben's plate
- Occasional travel

## Personal Characteristics:

- Strategic thinker with the ability to execute
- Self-starter
- Strong problem-solving skills
- Detail-oriented
- Mission-minded
- Adaptable and resilient under pressure
- Strong sense of professionalism and integrity

## Additional Information:

Flexible hours and competitive pay. Work from home/virtual assistant mostly with some days in office.

## How to Apply:

Send your resume, cover letter, and a brief statement of faith to: [makenzie@thecenterfortruthinlove.org](mailto:makenzie@thecenterfortruthinlove.org)