



Subject: Executive Administrative Assistant to the President

Montreat Conference Center is seeking an executive administrative assistant to the president.

The executive administrative assistant to the president serves as the key support staff to the president of the Mountain Retreat Association (MRA) and coordinates the day-to-day operations in the Office of the President. This position also serves as the assistant secretary of the Board of Directors/ Trustees of Stock, which includes managing logistical aspects of MRA Board meetings and correspondence.

The successful candidate must have at least three years working closely with executives and/or project management and have a strong understanding or willingness to learn about the Montreat community and the Presbyterian Church (U.S.A). The candidate will be highly organized and possess a demonstrated ability to handle complex problems.

Montreat Conference Center is one of the largest conference centers affiliated with the Presbyterian Church (U.S.A.). The Conference Center has an annual budget of over \$7 million and has recently completed a \$17 million capital campaign. Located in Western North Carolina, Montreat was founded in 1897 and is visited by thousands of people from around the country. Each year, Montreat Conference Center hosts:

- over 5,000 youth that attend one of our six youth conferences;
- over 40 conferences and programs attended by pastors and committed lay people from around the country;
- weekly summer Sunday worship services in historic Anderson Auditorium;
- over ten weeks of Road Scholar Programs;
- hundreds of guest groups who come to private retreats;
- thousands of people from the surrounding community to enjoy the natural beauty of our hiking trails and other recreational opportunities.

For more information about Montreat Conference Center, a complete copy of the job description, or to apply please visit <http://www.montreat.org/employment>.