

**Job Description: Assistant to the Presbyterian Education Board (PEB) Executive Director**  
**Position located in Lahore, Pakistan**  
**August 2020**

1. Take, circulate, and keep records of meeting minutes.
  - (a) When at Head of Department (HOD)/Staff/Board meetings, take minutes and have them circulated.
  - (b) Keep meeting minutes in both electronic and paper files in a folder.
  - (c) HODs or staff could help check and point out mis-recorded items. Make sure the kept files are revised.
  
2. Collect, compile, and distribute cross-department reports.
  - (a) The monthly reports to the Friends of the Presbyterian Education Board (FOPEB) Board should be turned in by the first Wednesday of each month for FOPEB's Board meeting on Thursday. The report is ideally to be put together in one file instead of sent as separated files in various formats.
  - (b) A reminder is ideally to be sent to all HODs a week prior to the deadline.
  - (c) SHE/SHA reports would have to be emailed to both Debbie Hough and Pam Rivera.
  
3. Organize internal meetings for staff and HODs.
  - (a) Assist the scheduling of meetings and announce to all participants.
  - (b) Assist the arrangement of things necessary for the meetings.
  
4. Manage the Executive Director's (ED) calendar and schedule; screen appointments and visitors for the ED.
  - (a) Confirm each appointment request, and visitors without an appointment, with the Executive Director, then make responses.
  - (b) List meetings and events on the calendar and give a reminder beforehand; assist the communication when a change of schedule is needed.
  - (c) Interrupt an ongoing meeting for urgent communications or notice of the next schedule.
  
5. Assist communications for cross-department matters.
  - (a) For cross-department matters, facilitate the communication and decision-making process.
  - (b) When the Executive Director is out of the country, the assistant needs to make announcements on behalf of the ED.

6. Research, draft, and announce PEB policies.
  - (a) For cross-department matters or on request of department needs, research and draft related policies.
  - (b) Policies should be discussed, approved, and reviewed by all related HODs or staff representatives.

### **Qualifications**

1. Minimum of a bachelor's degree.
2. Missionary attitude and aptitude important.
3. Experience in administration, preferred.
4. Three-year commitment, preferred.

For more information on this position, please visit the Presbyterian Education Board's website: [www.peb.edu.pk](http://www.peb.edu.pk). Send cover letter and resumé to [info@peb.edu.pk](mailto:info@peb.edu.pk).