



Job Description: Assistant to the President

Location: Colorado Springs, CO (USA)

Position Summary:

The Assistant to the President is responsible for working with the President in directing the overall operations of Morning Star Development at the headquarters in Colorado Springs, as well as our initiatives in Afghanistan. The President also currently serves as the Chief Executive Officer. A team player and a good representative of the President and Morning Star is essential. This is a leadership training position.

Core Responsibilities:

- Maintain communication with various staff and stakeholders
- Assist in oversight of financial management of operations, projects, including reporting functions
- Prepare and assist in presentations to various groups and organizations
- Prepare and assist in presentations to the Board of Directors and developing the Annual Report
- Manage travel arrangements including tickets, visas, transportation and lodging
- Assist in activities associated with the completion of an annual audit
- Travel both within the US and abroad as needed either with the President or as his representative

Expectations:

1. This is a full-time leadership training position based in Colorado Springs.
2. Regular 40 hour week (8:30–5:00 Monday-Friday)
3. Loyalty and the ability to maintain strict confidentiality and commitment to the President and the organization
4. Some US and international travel to Afghanistan is required.
5. Must be a committed Christian; a team player who values our approach to transformational development; and be connected to a local church.
6. Must exhibit strong leadership skills in managing both people and processes: possess strong organizational skills: and be highly motivated with attention to detail.
7. This is volunteer (not salaried) position. Is expected to raise his/her own financial support.

Reports to: President

Contact: Dale@msdev.org, (719) 266-8900

"A Global Catalyst for Sustainable Economic and Community Development"

Morning Star Development -- P.O. Box 62327 -- Colorado Springs, CO 80962-2327

Ph. 719.266.8900 -- Fax: 719.266.9250

Email: info@msdev.org -- Web: www.msdev.org