

Ideal Candidate Profile

Executive Assistant



The Position

Are you a force-multiplying ninja who loves partnering up with a leader and mission to maximize impact? Do you have attention to details, bias for proactive action, great at bringing order and organization to plans and schedule? Do you have a super-power of connecting with people, supporting executives, navigating communication needs at multiple levels and bringing administrative calm in dynamic environments? Do you love being a partner for a leader in advancing a mission and being the hero behind the curtain of making sure things don't get dropped, missed, misunderstood or stuck?

We're looking for an experienced, qualified professional with expertise in executive administration to serve as the Executive Assistant to the CEO/President of C12. The Executive Assistant will support the CEO with calendar management, travel logistics, communication with strategic customers and partners, facilitating board of director committee efforts, preparing documents for meetings and speaking engagements, assisting in ministry and care activities on behalf of the CEO, and being a highly confidential, professional ally to maximizing the CEO's effectiveness.

C12 is a "sophisticated small business with a lot of Kingdom Torque" as we like to say. The HQ operation of C12 has roughly 30 employees, but supports a global field organization quickly approaching 250 Chairs and with customer operations spanning 5 continents with members impacting millions of people through their businesses every month. The Executive Assistant will play a key role in our continued rapid growth, international expansion and scaling of systems and strategies by enabling, maximizing and partnering with the CEO and executive leadership team.

The position is on-site in San Antonio, TX. Travel is anticipated at <5%. This individual will report directly to the CEO and work cross-functionally across the organization, with our incredible customers and interface with leaders of the faith/work movement globally on behalf of the organization as well as many third party firms we engage with to advance the mission.

Job Requirements and/or Preferences

- Deep alignment with our Christian, faith-based Mission, Vision and Values
- Significant experience supporting and interfacing with executive / management level professionals
- Proficient written and verbal communication skills
- Experience and competency in managing calendars, arranging for complex travel itineraries, negotiating logistics for executive travel and meetings with diverse stakeholders
- Technical proficiency in G+ Suite workplace products, Microsoft Office programs, and host of cloud-based and online productivity solutions
- Proficiency at organizing content, preparing dossiers and assembling presentations for strategic events on behalf of leaders
- Coordinating and brokering clarity among stakeholders, representatives of diverse organizations and managing dynamic calendars, requirements and variables with calm and poise
- Anticipating the needs of leaders and working in advance to triage and troubleshoot needs and issues
- Attention to detail and trustworthiness

Position Compensation & Benefits

- Competitive base salary with incentive-based annual profit sharing
- HSA-eligible Healthcare program, disability insurance, fitness membership subsidies and 401k (w/matching), generous time off
- Chaplain care, RightNow Media account, executive books summaries, and scholarship towards ongoing advanced education at Regent University

C12HQ Overview

Founded in 1992, C12 operates Business Forums around the globe for Christian CEOs, Key Players, and business leaders. Structured as a franchisor, we support more than 210 full-time Chairs who operate hundreds of Forums representing 4,350+ dues-paying members. Our San Antonio (TX) based HQ team provides systems, tools, curriculum, group formats, marketing, training, accountability, and execution support for the Chairs and Members.

C12 members participate in monthly meetings with peers for leadership development, accountability, wise counsel, and best practices to lead Businesses as a Ministry (BaaM). The C12 content and architected forum experience equips them to achieve measurable results in the five core areas of business: organizational development, operations, financial management, revenue generation, and ministry, all anchored around a Christ-honoring cultural paradigm (mission/vision/values).

Currently operating in 39 US states, over 130 US metropolitan areas as well as markets in Malaysia, Taiwan, Singapore, South Africa, Ukraine and Brazil, C12 has a 2025 vision plan to increase membership to over 5,000, Chair community to over 250 while adding 25 new US markets and multiple non-US market launches. The scaling of the C12 mission towards the near and long term vision requires incredibly talented and committed team members bringing a full "5C" (character, competency, calling, contribution and chemistry) readiness to be part of this endeavor.

For more information, visit www.joinc12.com.

Our Mission

We exist to equip Christian CEOs and owners to build great businesses for a greater purpose.

Our Vision

To change the world by advancing the gospel in the marketplace.

Our Values

Our mission compels us to do all things in a replicating way where we are fostering disciple-making disciples of Jesus in the marketplace. Our core values shape how we behave and go about fulfilling our mission and the accountability parameters around innovation and execution.

Results Matter: God measures results, and so should we.

Gratitude: We embrace our calling in light of God's grace with thanksgiving.

Pressing On: We operate with a zeal for God's best in all things, never settling, coasting, or quitting.

Camaraderie: We joyfully serve as a cadre, embracing God's call to unity in Christ.

Humility: We desire God’s best and are always open to learning and correction.

Bema Mindset: We operate as stewards with eternal accountability in everything.

Additionally, within C12HQ, we embody the pursuit of **Buffalo Culture**, which undergirds C12’s core values and mission. You can read more about the “culture code” at www.BuffaloCulture.com.

Key Intangible Characteristics of the Ideal Candidate

Called: A passion for our mission and a sense that this role and company are a strong fit for the gifts, talents, passions, and experiences with which God has entrusted this person. Must be mission-motivated with a resolve to overcome obstacles, anchored in a sense of purpose in this work.

Servant Leadership: Nobody is above any task, and we are all here to serve others. Every customer—internal or external—needs help, and the most powerful way to lead will be to serve.

Learning and Adaptive: As a small business with a big mission scaling rapidly, new systems, technology, and situational adaptability are typical and expected. This person must have an appetite for learning and skill improvement.

Grit, Determination, & Resourcefulness: Not everything will have a pre-planned solution. This person will have to be resourceful in figuring things out, resist feeling overwhelmed, and be willing to roll up their sleeves to make things happen. This person will have to have an open mind and good resolve, whether it’s looping in other people, finding tools online, or seeking best practices.

Organizational Skills: We serve a God of order and creativity but live in a world of chaos and confusion. This person gets to help bring the Kingdom of God to the office by being a constant organizational force. It will require a capacity for seeing patterns, discerning better processes, and prioritizing and systemizing for improved outcomes.

Chemistry Fit: We have a unique and fun culture—we laugh, tease in love, press in, work hard, and jump in to figure things out. Fitting into the team chemistry is essential, particularly on a lean team!

High Character: We operate with a high trust culture. Personal values must fuel our work. Integrity, honesty, compassion, reconciliation, and diligence are all things this person must possess to flourish.

Energy & Enthusiasm: This person must bring joy and passion for work to the job. Encouraging and spurring on others on the mission while being self-motivated and positive is essential.

Multitasking: This is not a steady-state or static environment. Workflow will cycle, and interruptions are normal, so this person must be able to juggle and adjust on the fly.

Project Management: While multitasking, this person must be able to keep an eye on deadlines and critical dependencies, working to preserve them or source support proactively.

Our People Strategy

We are in the people business! While we can never reach a perfect organizational model, we can strive towards it in our daily efforts and mission. With that vision comes a focus on key initiatives, listed here with the indicators of success.

Shared Direction: A collective understanding of what the organization stands for, where it is going, and how we will get there. Indicators: a clear, inspiring vision, well-executed strategies, and aligned goals.

Authentic Values: Deeply held principles guiding all decisions and relationships and reflected in the

conduct of everyone at all times. Indicators: high levels of trust and communications, uncompromising integrity and ethics, socially responsible practices.

Productive Relationships: Open, collaborative relationships that recognize and honor the commitments that people make to themselves, each other, their work, and the organization. Indicators: respect for all individuals, effective problem solving and decision-making, transparent accountability, effective teamwork at all levels.

Liberating Processes: Flexible structures, processes, and technologies that allow people to do their best work and collaborate effectively across boundaries. Indicators: clear organizational design, collective knowledge, the right tools and technologies, and the right people performing the right jobs.

Outcome Learning: Results-focused learning that strengthens individual and organizational capacity to cope with the present and define the future. Indicators: continuous teaching and learning, knowledge and skills development, leadership development at all levels.

Motivating Metrics: Fair, meaningful performance requirements that measure, reinforce, and reward high performance and manage poor performance. Indicators: clear and energizing performance requirements, relevant work measures, differentiating rewards.