



Executive Administrator

Organization: [Bethany](#) and [Bethany Global University](#)

Location: Bloomington, MN

Employment Type: Full-Time, Benefit Eligible

Job Overview

Bethany Fellowship and Bethany Global University are seeking a highly organized and proactive Executive Administrator to support the President/CEO and Senior Executive Team. As a representative of the voice, face, and heart of Bethany, this role is central to advancing Bethany's mission by managing executive communications, office operations, and organizational coordination.

Key Responsibilities:

- Provide executive-level administrative support to the CEO and leadership teams.
- Manage calendars, travel arrangements, budgets, and board communications.
- Coordinate internal and external communications, including donor engagement, and branding consistency.
- Oversee office operations, global calendars, and event logistics.

Qualifications:

- Bachelor's degree in business, administration, or related field preferred.
- Minimum 3 years of experience in executive or administrative support.
- Strong skills in communication, organization, and project management
- Ability to work independently, manage multiple priorities, and maintain confidentiality.

Work Conditions:

Full-time, 40 hours/week. Must be comfortable with screen-based work and occasional evening/weekend responsibilities.

Contact:

Darin Kindle, Sr. VP at Bethany, darin.kindle@bethanygu.edu, 952-829-4680

Bethany Information

- Bethanyinternational.org
- Bethanygu.edu