

Ideal Candidate Profile

Executive Support Administrator



C12HQ Overview

C12 is the largest peer-learning organization for Christian CEOs, business owners, and executives and a leader in the marketplace ministry movement. Founded in 1992, C12 operates Business Forums around the globe. Structured as a franchisor, we support more than 240 full-time Chairs who operate hundreds of Forums representing 4,600+ dues-paying members. Our 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 content we provide 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).

Located in over 160 major metro areas across the United States, Brazil, Malaysia, Singapore, Taiwan, Ukraine, Kenya, Canada, and South Africa, C12 has a vision to scale to every major metro area in the US and across 6 continents globally. The scaling of the C12 mission 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.c12forums.com.

Our Mission

We 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.

The Position

Are you a force-multiplying ninja who loves variety in your daily work and bringing order to a fast paced work environment? Do you enjoy working with different teams to help them stay on task and ahead of schedule? Do you have a superpower of connecting with people, supporting executives, managing multiple deadlines, and being the hero behind the scenes?

We are looking for an entry level Executive Support Administrator to serve and support our Executive Leadership team and our Product Management Team. Reporting to the Executive Assistant to the CEO, this person will manage executive travel and calendars, provide project management support related to curriculum uploading, printing and ensuring distribution across the globe in a deadline driven environment. This position will also assist with company-wide events (both internal and external) and provide support related to care of the C12 Chairs.

This part time position (25-30 hours per week) is an on site role based at C12 Global Headquarters in San Antonio, TX, with an anticipated travel requirement of <5%.

Outcomes and Activities:

- Manage the deadline driven uploading, printing and distribution of monthly curriculum
- Schedule travel for Executive Leaders
- Manage scheduling of company-wide meetings and events
- Assist Executive Leaders with calendar coordination
- Assist with ordering and shipping
- Provide administrative support in other areas as needed

Position Requirements:

The ideal candidate will have previous success in:

- Managing and meeting multiple deadlines
- High level of attention to detail
- Concise communication skills
- Managing calendars and resolving scheduling conflicts
- Arranging diverse travel itineraries and negotiating logistics for executive travel and meeting spaces
- Adaptability and flexibility, able to shift as priorities change
- Creative problem solving
- Determination to consistently meet deadlines
- Proficient use of Google Workspace and workflow management tools (i.e. Monday.com)
- Effective management of both new and routine assignments

Preferred Qualifications:

- 2+ years of executive administration experience
- Experience providing administrative support in a fast paced environment
- Experience in inspiring and driving others to adhere to project timelines
- Experience serving as point of contact with vendors

What C12 Offers Employees

At C12HQ, we believe our people are our greatest asset. Our mission hinges on how we take care of one another and work effectively within the business together. We offer part time employees (defined as hourly positions working >20 hours per week) a comprehensive total rewards program that goes beyond a paycheck that includes:

- Competitive compensation
- Fitness subsidy
- Personal and professional development resources
- Tuition discount
- Chaplain support
- Charitable contribution match
- Medical benefits plan