



### Job Opening: SLU Executive Navigator for SLU's Executive Team

- Are you passionate about seeing this generation of young people rise to the call of leadership and live out their faith with excellence?
- Do you have gifts of administration, discernment or service?
- Do you have at least three years of experience serving as an executive or personal assistant or in event management or coordination?
- Do you feel energized by helping and walking alongside another in their calling and feel equipped to set them up for success?
- Do you see how technology and creativity can be tools to engage the culture?

If so, then this unique position just might be right for you! This full-time position's is located in Orlando, Florida.

**Position Description:** Student Leadership University is looking for an Executive Navigator for our organization Executive Team. Responsibilities include supporting three of SLU's Executives (included SLU's President, Executive Director, and COO) through research and editing; structure and plan VIP events; manage multiple projects; schedule and track speaking engagements; coordinate executive travel; assist with correspondence; and any other assistance our President, Dr. Jay Strack, may need.

### Experience and Qualifications:

- Individuals need to be organized, gifted in administration, have the ability to meet deadlines, have good communication skills, be able to handle high-stress situations such as: multiple events, hosting VIP's, and organizing meetings.
- Individuals interested should be proficient in Microsoft Office and Keynote (work off a Mac) and have strong phone skills.
- Individuals applying should be astute in writing and research skills, social media management, project management, and be an independent worker and thinker.
- We are looking for a self-starter who can look at an existing project and run down research, statistics, correspondence, and current events to compliment the project without being asked. In addition, we are looking for someone who is able to communicate on SLU's behalf to clients and executives with confidence.
- Ideal candidates for this position have the ability to multi-task projects and adapt to change and are detailed, organized, dependable, take initiative and have a great attitude. Candidates should only apply if they are excited about SLU's [Statement of Vision](#) and are passionate about assisting our close-knit team in carrying out this vision.

### Position Compensation and Benefits:

- *Compensation:* Compensation will be commensurate with experience and education level, paid twice monthly (15<sup>th</sup> and 30<sup>th</sup>)
- *Health Insurance:* SLU provides coverage for employees through Guidestone Resources (Blue Cross-Blue Shield). SLU does not pay for the coverage of spouses or dependents at this time, but you can elect to pay for it yourself through payroll deduction. It is a pretty robust plan with the best national/international coverage.
- *Vacation:* You will be fully vested on day one of your new role and will be offered 10 days of vacation, of which no two consecutive weeks are to be combined in your first twelve months of employment.
- *Benefits:* Quarterly staff development trainings, yearly stipend for personal development and time management tools, and opportunity to impact thousands of students and youth pastors lives through this ministry

**How to Apply:** If you believe you are a good fit for our team, please email your resume and cover letter to [jobs@studentleadership.net](mailto:jobs@studentleadership.net), note the position you are applying for and click [here](#) to fill out the pre-interview questions.