

Churchome

Job Description

Executive Administrative Assistant – Ministry Development

I. PURPOSE

An Executive Administrative Assistant for Ministry Development is responsible for working with the Executive Ministry Pastor to ensure that all operational aspects are handled with excellence and all areas they have ownership over are functioning effectively and efficiently in line with the vision for Churchome.

II. TARGETS

- Communication with Central Ministries staff is clear, concise and effective around meetings, gatherings, initiatives and events.
- Executive Ministry Budget is well-managed and spending details are easily accessible for the Executive Ministry Pastor to make well-informed decisions.
- Meetings and Projects are executed with utmost excellence and within given timelines.

III. RESPONSIBILITIES

- Communication
 - Scheduling and coordinating meetings and appointments
 - Sends out regular calendar invitations and emails to Central Staff regarding weekly one on ones and monthly team meetings.
 - Sends out follow up from meetings and helps with follow through
 - Responsible for fielding and responding to inquiries or re-directing inquiries to the appropriate staff
 - Assists the Exec Ministry Pastor with ensuring the Central Team is on board and clear on their responsibilities for any assigned projects
 - The highest level of professionalism, confidentiality and discretion is maintained in all communication.
- Budget
 - Collaborate with Accounting Department and Central Team to ensure budget is being managed well.
 - Track's PR's, expense reimbursements and expense reconciliation on a daily and weekly basis.
 - Assists the Exec Ministry Pastor with annual budget preparations.
- Meetings/Projects
 - Regularly collaborating and communicating with the EMP, IT, Facilities, and other departments to ensure meetings run smoothly, including but not limited to Staff Meetings, Directors Meetings, Central Ministries Meetings, etc.
 - Oversees the hospitality aspect as it relates to all meetings as assigned by the Executive Ministry Pastor
 - Prepares agendas for all respective meetings
 - Responsible for the maintenance of the Master Calendar throughout the year

- Ensure that all submitted dates are filtered through the calendar meeting and only reviewed dates are added and adjusted on the calendar, per Calendar Protocol
- Churchome may also assign other duties or responsibilities, in its sole discretion

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with Executive Ministries Pastor
- Weekly/Bi-Weekly Meetings w/ Executive Ministries Pastor
- Any additional Ministries Team or Project-Based meetings

V. FOLLOW THROUGH

- If targets are being met on a consistent basis, aim to train up leaders who will step in and help create more margin for Ministries to continue to grow.
- If targets are not being met on a consistent basis, a meeting with the Executive Ministries Pastor to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Previous administrative and project management experience is preferred.

Knowledge/Skills:

- Strong written and verbal communication, problem resolution and leadership skills.
- Ability to manage multiple projects and work assignments, identify priorities and organize efficiently to meet deadlines.
- Excellent interpersonal skills both in person and by phone while maintaining a high degree of professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Ability to provide strong leadership.

Work Status: Exempt, Salary, FT Temporary

Supervisor: Executive Ministry Pastor

Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by

Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.