

Position: **Executive Assistant to the Senior Pastor**

Reports to Executive Pastor/ Finance Manager

Level/Grade: Non-exempt

Type of Position: Full-time

Hours: 40 Hours Maximum

#### GENERAL DESCRIPTION

1. Manage calendar: schedule meetings and appointments, proactively prepare the pastor for them.
2. Manage communications: triage incoming phone calls and emails, and respond appropriately.
3. Manage projects: keeping staff, committees, task forces, and events on track, while keeping the pastor involved and informed.
4. Perform administrative support for the pastor including research, writing, copying, filing, organizing, travel arrangements, financial documents, supplies, mailings, worship service preparations, reception support, etc.
5. Provide administrative support for the Board of Deacons, Board of Session, and Clerk of Session
6. Attend as needed relevant committee and task force meetings
7. Other tasks as assigned

#### WORK EXPERIENCE REQUIREMENTS

1. 2-5 years previous experience in an administrative role
2. Commitment to the mission and ministry of the overall vision of the church
3. Ability to work as a team player
4. Excellent computer skills
5. Knowledge of MS Office, Excel, Outlook, Internet, Database usage, Updating Website content
6. Ability to multi-task and be very detailed
7. Excellent people skills
8. Good communication skills and telephone skills
9. Creative problem-solver, takes initiative with little direction
10. Uphold confidentiality

#### EDUCATIONAL REQUIREMENTS

Minimum of High School diploma required. Undergraduate degree preferred.