

Executive Assistant



FLSA: Non-Exempt | Part-Time (15 Hours)

Accountable to: Lead Pastor

Job Band: Yellow Band

Purpose: The purpose of the Executive Assistant is to stay five steps ahead of their leader, tracking all of the administrative details, and clearing the path for him to make their greatest contribution to Kingsway. The most important responsibility of the Executive Assistant is to ensure that administrative tasks and projects are completed with a high level of efficiency, confidentiality, accuracy, flexibility, and positivity in order to support the initiatives of the Lead Pastor.

Duties and Responsibilities:

- Provide day-to-day support to the Lead Pastor by handling regular tasks and consistently taking initiative to find other ways to lend support, lead when needed and handle items that come up with little direction. Could include things like:
 - Meeting management including agendas, taking notes, coordinating meals & supplies and distributing action items.
 - Communicating on the Lead Pastor's behalf both internally and externally.
 - Email management on behalf of the Lead Pastor.
 - Complex calendar management and scheduling (both personally and professionally) on behalf of the Lead Pastor.
 - Support with maintaining proper file storage systems, making copies, handling correspondence and additional administrative support as needed.
 - Varying personal and professional administrative tasks including, but not limited to, booking appointments, research, coordinating travel, purchasing and ordering gifts/flowers, etc.
- Supports the Elder Board through communication, providing necessary documents and resources when needed, maintaining the candidate selection process, scheduling meetings with and on-behalf of the Elders and coordinating and storing Elder Meetings Minutes.
- Maintain updates required by Lead Pastor to the overall Calendar Map for Kingsway.
- Maintain understanding of office processes, procedures & systems.

Qualifications & Requirements:

- High School diploma or equivalent required; 3-5 years related experience and/or training
- **Competencies, Skills & Experience:** Mature Christian | High initiative and self-starter, confidence to handle tasks with little direction | Strong Communication skills (Verbal & Written) | Relational | Ability to maintain a high level of confidentiality
- Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, volunteer background information and medical information. It is expected to keep this confidential at all times.
- Must be a member of Kingsway Christian Church and be a positively engaged participant. Shows commitment toward Kingsway's Mission, Vision, Cultural Behaviors & Beliefs.
- Schedule: This position is part-time, 15 hours.

Employee Signature

Date

This job description has been approved by your direct supervisor and the Kingsway HR Team:

HR Representative

Date

Supervisor Signature

Date