

**Springhill Presbyterian Church  
Position Description**

***Position Title:*** Executive Assistant

***Reports to:*** Lead Pastor

***Classification:*** Part-Time, 30 hours per week. 9am-4pm, Monday-Thursday  
(Non- Exempt)

***Benefits:*** As indicated in the Staff Handbook.

***Purpose:*** The purpose of this position is two-fold.

First, this position will primarily be responsible for providing support to the Lead Pastor of Springhill.

Second, this position will lead a team tasked with providing a warm welcome and necessary support at the church office. This front-line team will be responsible for documenting new visitor information, reaching out to both new visitors and the community, Community Church Builder (CCB) database updates, Deacon Fund requests, facilities scheduling, assistance with communications requests, etc.

***Responsibilities:***

**A. Support for the Lead Pastor**

- Provide administrative support for the Lead Pastor as needed. This support will include scheduling meetings and appointments, completing expense reports, coordination of travel, preparation for all Elder meetings, communication with regional governance, updating weekly giving reports, organization of employment searches, and serving as liaison for and coordination of baptisms, funerals, and weddings. Maintain the inventory of basic office supplies for staff and members at the Bozeman and Legacy sites. Manage requests for Springhill's Deacon Fund, weddings, funerals, and facility requests, and communicating the requests to the appropriate church leader. Other duties as assigned.

## **B. Support for Eldership**

- Scheduling and alignment of the church calendar, maintaining standard operating procedures, alignment of mission, vision, and values. Document session agendas, addendums, and minutes. Coordinate meals for special occasions involving Elders. Maintain the CCB database including management of attendance, membership and baptism rolls.

## **C. Leading Springhill Welcoming Team**

- Recruit, equip, and coordinate a front desk team of volunteers to serve as the Springhill Welcoming Team. This team will be tasked with the following:
  - i. Direct incoming phone calls and walk-in appointments with a warm greeting and support.
  - ii. Provide clerical support for staff as needed.
  - iii. Coordinate postage and mail for all staff.
- In the absence of volunteers, this position would cover front desk duties.

***Profile.*** *The person who is best suited for this position will exhibit the following:*

1. Adherence to the essentials of evangelical faith, demonstrated in his/her regular spiritual walk.
2. High school diploma or equivalent is required.
3. Have knowledge of office procedures, basic computer skills, Microsoft Office.
4. Two years experience in the marketplace is preferred, though not required.
5. Loves administrative clarity and organization.
6. Self-starter who can set and achieve goals.
7. Skills in organization and task orientation (i.e. results-driven).
8. Good people skills and team-building skills.
9. Ability to work with a teachable heart, good attitude, flexibility and unity.
10. Joyful and approachable with a self-awareness for appropriate boundaries.

***Review:*** Ministry will be reviewed on annual basis.