Real Life Community Church
Job Description

Job Title:	Executive Assistant/Church Coordinator	Status:	Full-Time
Department:		Security Level:	highly confidential
Reports to:	Ministry Systems Pastor	Minister Designation:	No
Work Week:	Mon-Fri, occasional weekend responsibilities but not common	Driving:	Yes

I. **Job Summary:** The Executive Assistant/Church Coordinator will support the Senior and Ministry Systems Pastors through oversight of calendars, church wide communications, church wide events. Must have a heart of humility, grit, and generosity.

II. **Primary Duties and Responsibilities:**
1. Assist the Ministry Systems Pastor in oversight of church ministries, all communication and development of Policy and Procedures and training.
2. Oversee church wide communication to include sending and receiving mail, emails, phone calls, promptly relaying messages to pastors and staff.
3. Prepare necessary documents for board meetings as well as other designated meetings.
4. Communicate calendar dates and events to staff in monthly updates and as needed, including holidays, pastoral duties and appointments.
5. Create, Manage, and Maintain Service Overviews on Planning Center Online for church wide events and services.
6. Coordinate all phases of church meetings and events to include, food, documents, decorations, budget requests, entertainment, seating, etc.
7. Organization, Planning, Preparation, Communication, Overview, Weekend Prep and Events… to include:
    a. Coordinating needs of Missionaries and Guest Speakers: to include hospitality and hotel reservations
    b. Oversee Advertising for church wide events on the calendar
    c. Oversee Church wide Marketing and Social Media
    d. Oversee Calendars: Outlook, Subsplash, Clover, Facebook, Website
    e. Hotel Reservations for any Pastoral staff events and conferences
    f. Handle registration for Pastoral conventions, conferences, etc.
    g. Arrange for babysitters for special church wide events
    h. Update Planning Center- Maintain current addresses and phone numbers for any person, member, etc.
    i. Purge member list twice a year.
    j. Oversee supplies list for the office and the church and order as needed.
    k. Prepare budget requests for all events or expenses

          l.   Special Event duties to include: Scheduling, reserving venue, promoting, all details from start to finish.

          m. Maintains an orderly, clean office and filing system

          n.   Other duties may be added as necessary. This list is not limited.

   8. Oversees the Assimilation of New Attendees to active members of the church body.

III.   <u>Staff Expectations:</u>

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with the values of humility, grit, and generosity, doing all things in love.
3. Personally engaged with our mission, vision, and strategy and become an active member of Real Life Community Church.

IV.   <u>Minimum Qualifications:</u>

1. High school diploma or GED equivalent required
2. Associate's Degree or Bachelor's Degree Recommended
3. At least two years of clerical or administrative experience
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license)

V.   <u>Knowledge and Abilities:</u>

1. Ability to communicate clearly, effectively, directly, kindly, and with empathy to staff, attendees, and the community, both verbally and in writing.
2. Able to work at a fast pace and stick to weekly deadlines.
3. A self-starter with an innovative approach to administration and a keen eye for detail.
4. Must be committed to the mission, vision, strategy and values of Real Life Community Church.
5. Exercise exceptional judgement in dealing with sensitive and personal issues.
6. Must be able to prioritize concerns without much guidance
7. Knowledge of Planning Center Online, ProPresenter, Office, and Google applications and equipment.
7. Knowledge of English grammar and vocabulary.
8. Ability to work in a fluid and collaborative environment.
9. Ability to lead a group to accomplish a common goal.
10. Must be comfortable working with technology, able to maintain the website and work with general data processing duties.
11. Ability to consistently complete assigned tasks and work independently with excellence and limited supervision.

<u>Physical Requirements and Working Conditions:</u>

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.