

# Position Description

**A. Job History:**

Job Title: Executive Assistant  
 Reports to (Title): Lead & Executive Pastors Department: Executive  
 Date Job Created: November 2018 Created by: Lisa Gidlow

**HR USE ONLY:**     Exempt     Non-exempt    **Hours: 40 hours/week**

**B. Strategic Role Summary:**

The primary responsibility of the Pastoral Assistant is to provide administrative and logistical assistance and support to the Executive and Lead Pastors and the ministries managed by those pastors.

**C. Key Responsibilities (Essential Output):**

1)	Provide effective, fast-paced professional assistance for the Executive and Lead Pastors, anticipating the needs of the organization, initiatives and ministries. These tasks include, but are not limited to, scheduling appointments, meetings; independently responding to email and personal coorespondances.
2)	Demonstrate excellent administrative skills utilizing various technologies and systems as assigned, including congregational databases, Google Suite, social media, etc. Provide effective support and leadership in the areas of travel planning, meeting planning and time management as it relates to the execution of the Executive and Lead Pastors' schedule and office requirements. Responsible for all administrative support including, but not limited to, filing, phones, office supplies, typing, etc.
3)	Assist pastors with social media and other technologies. Assist pastor as necessary by writing letters of recommendations, references, organizational letters and other communications on behalf of the pastors.
4)	Proactively conduct thorough research for the organization's initiatives and ministries, as well as coordinating/leading those assigned initiatives at the direction of the pastors.
5)	Responsible for pro-actively project coordination of assigned systems and initiatives for the pastors and/or the organization – both at a high level coordination and the responding to the details of the projects.
6)	Support the needs of the Vision Board, including, but not limited to, researching projects, collecting analyzing information, and meeting assignment details. This includes the nomination process.
7)	Other duties and responsibility as assigned by supervisor.
8)	Responsible for recruiting, developing, encouraging and leading volunteers and/or team of volunteers where appropriate within the ministry.

**D. Education/Experience:      Required   Preferred   Major Course of Study/Description      Years of Exp.**

HS Diploma/Equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bachelor's Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Related field or equivalent work experience and willingness to continue professional learning	7+

**E. Core Competencies:**

•	Mature faith, a personal relationship with Jesus Christ, commitment to the Teaching Statement and ministries of Hosanna!, a signed Hosanna! Leadership Covenant, and submission to Biblical authority.
•	Membership in the congregation and worship at Hosanna!
•	Outstanding strengths in people related and interpersonal relationship skills along with outstanding written skills and can work effectively with the pastors, on behalf of them and the ministries.
•	Proven ability to remain calm in stressful situations.
•	Willingness to demonstrate a strong loyalty to the Executive and Lead Pastors – having a shared philosophy, theology and ministry.
•	Ability to maintain confidentiality and discretion.
•	Ability to manage and handle conflict, seek graceful resolution and deal with unique requests.
•	Proven strong ability to multi-task priorities, delegating as necessary, in a high paced environment and

	the ability to anticipate the needs of the pastors.
•	Strong administrative experience in project management, systems, and software, including new technologies, social media, etc, embracing new technologies and initiatives as necessary to successfully support the pastors and organization.
•	Ability to take initiative and work with minimal supervision.

**F. Working Conditions/Physical Demands:**

•	Schedule will include working evening, weekend, and extended hours as required by ministry needs. This includes Christmas Eve and Easter.
•	Extensive standing, walking and sitting for extended periods of time.
•	Repetitive keyboard and mouse movements requirements.
•	May require lifting up to 25 lbs.