



## **Executive Admin**

Reports: Operations Pastor

Part time: 16-20 hrs per week

### **SUMMARY**

The Executive Assistant will help move the church forward by partnering with Lead Staff to support, prioritize, and organize projects and initiatives.

### **WHAT YOU DO**

- Ensure that the Lead Pastor, Executive Pastor, and other lead staff have the resources they need to meet deadlines and goals
- Manage the Lead Pastor's calendar
- Coordinate and schedule work related travel plans for the Lead Pastor and Executive Pastor
- Coordinate and prioritize projects and schedules
- Create and maintain systems for prioritizing and tracking work
- Create and maintain comprehensive and accurate records
- Coordinate internal communication between staff including internal email updates, conference calls, and meetings
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary
- Manage churchwide calendar and building usage requests
- Assist in providing database support through inputting and updating data and providing reports
- Provide minor accounting, HR, and office support
- When needed, welcome visitors and identify the purpose of their visit before directing them to the appropriate department

### **WHO YOU ARE**

- Loves Jesus and loves people
- Highly trustworthy, having the ability to handle sensitive and confidential information
- Highly organized, thorough, self motivated and efficient worker
- Highly relational and proactively communicates well