

Job Title: Executive Assistant
Reports to: Director of Communications
Classification: Non-Exempt
Status: Part-Time

SUMMARY

The Executive Assistant provides executive level administrative assistance and support to the Elders and Executive Leadership. S/he represents Executive Leadership with the highest degree of competency, professionalism, confidentiality, and judgment.

ESSENTIAL FUNCTIONS

- Provides confidential, high level administrative assistance and support to the Elders, Lead Pastor, and others (*as directed by the Lead Pastor*)
- Exercises discretion and judgement regarding Executive Leadership matters
- Communicates, coordinates, and interacts with staff, Elders, and others as necessary
- Serves as liaison for Executive Leadership to outside contacts
- Prepares, proofreads, and distributes correspondence, documents, reports, agendas
- Schedules, coordinates, and accurately communicates details for meetings and events
- Maintains Series & Sermon Architecture, including scheduling
- Attends meetings, *as assigned*, takes notes and records minutes; distributes minutes or other records for meetings (i.e., Elder meetings); follows up with action items
- Utilizes office equipment and software applications to complete job duties, including church database, church calendar, pastors' calendars, etc.
- Answers phone calls and welcomes/directs visitors on behalf of Executive Leadership
- Retrieves information, *as requested*, from email, minutes, reports, and other relevant documents
- Coordinates, schedules, and confirms travel and accommodations for Executive Leadership
- Reconciles expenses for Executive Leadership and submits necessary documentation to the Finance Department
- Performs other relevant administrative duties as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent required
- Four years of administrative office experience
- Ability to maintain confidential information
- Ability to remain calm and exercise appropriate judgement in areas of discretion, and sensitivity during crises or unexpected situations
- Ability to develop and maintain good working relationships at all levels of the organization
- Self-starter, flexible, and adaptable to changing priorities; ability to work independently with minimal oversight
- Proficient in the use of Microsoft Word, Excel, Outlook, Power Point, and aptitude to learn other software applications
- Excellent organizational, collaboration, and communication skills (written and verbal)
- Attention to detail

TIME COMMITMENT

16 hours per week, including Tuesday evenings (*twice a month*)

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

This is largely a sedentary role. There may be prolonged periods of sitting at a desk and working on a computer. This role would require the ability to sit, bend, stand, and lift (up to 15 pounds).

WORK ENVIRONMENT

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers/printers.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____