



1700 North Brown Road, Suite 106 • Lawrenceville, GA 30043
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IMMEDIATE POSITION OPENING

Executive Assistant

(Full-Time, Non-exempt Position)

PCA Retirement & Benefits, Inc. (RBI) seeks an organized, detailed-oriented Christian with a minimum of 5 years administrative or secretarial assistance experience. The Executive Assistant works with the President and senior staff of RBI and supports Board of Directors responsibilities. Proficiency in Microsoft Office applications is required. Project coordination skills and team work orientation are musts. The Executive Assistant reports to the Business Manager.

Please see [Position Profile](#) for more detailed information.

Medical, Dental, Life and Disability Insurance benefits provided.

PLEASE DIRECT INQUIRIES/RESUMES TO:

Chet Lilly, Business Manager
PCA Retirement & Benefits, Inc.
1700 North Brown Road, Suite 106
Lawrenceville, Georgia 30043

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Position Profile
Executive Assistant
PCA Retirement & Benefits, Inc. (RBI)
July 2010

RBI Description: The ministry of RBI focuses on serving those who minister in the Presbyterian Church in America by offering financial products to provide for the retirement, welfare and relief needs of the denomination's ministers, missionaries, lay church workers and their families. This is accomplished through marketing, communicating, and educating eligible PCA employees about the various plans and services provided and administered by RBI. The plans and services established and administered by RBI include the PCA Retirement Plan, the PCA Life and Disability Insurance Plans and the PCA Ministerial Relief program.

RBI Vision Statement: To glorify God by helping our ministry partners achieve financial security.

RBI Mission Statement: RBI is committed to serve the Lord and His Church by providing financial direction and ministries of encouragement and support. As a member of God's covenant family, RBI will deliver its services through a trusted and confidential relationship. We will provide professional expertise and competitive products designed to meet the retirement, insurance and ministerial relief needs of our Church family.

Position Summary

The Executive Assistant works with the President and senior staff of RBI and supports Board of Directors responsibilities. Proficiency in Microsoft Office applications is required. Project coordination skills and team work orientation are musts. The Executive Assistant reports to the Business Manager.

Responsibilities

- Coordination and support of RBI's General Assembly and PCA Agency & Committee responsibilities, including Board nominations and event-planning for RBI-sponsored General Assembly events.
- Quarterly Board meeting coordination, including docket preparation oversight, compilation and production; recording secretary responsibilities; and logistical/event coordination of 2-day meetings
- Coordination of publications process for company's quarterly and annual marketing and informational materials, including proofing/editing for multiple writers and serving as key liaison with outside graphic design professional
- Records management, including onsite and offsite file rotation.
- Assistance and support of travel and meeting planning.
- Support of marketing-visit material fulfillment process.
- Correspondence, supporting the President and senior staff members, including official cards and notes to vendors and Board members.

Qualifications

- A Christian active in a local PCA or evangelical church.
- Familiarity with the structure and beliefs of the PCA.
- At least five years administrative or secretarial support experience.
- Ability to coordinate projects.
- Excellent written and verbal skills, with the ability to communicate effectively at many levels.
- Ability to work in a sensitive and confidential manner.
- Professional self image.
- Superior skills with Microsoft Word.
- Proficiency in Microsoft Office products (Excel, Outlook and PowerPoint).
- Familiarity with Adobe Acrobat Pro, InDesign, and Illustrator a plus.
- College degree.

Personal Characteristics

- Team-player.
- Service orientation.
- Open and flexible.
- A goal oriented self-starter with a strong understanding of RBI's mission.