

**Executive Administrative Assistant to the Senior Pastor and Executive Staff****Current Need:**

This role supports ChristChurch by providing excellent service to the church's executive leadership, members, staff, visitors and others in person, by email and by phone. The Executive Assistant to the Senior Pastor and the executive staff will be the primary gatekeeper between them and others, both internal and external to the church. The person in this role will often be the first contact with people needing information or assistance from the Senior Pastor or executive staff. They will be responsible for keeping the Senior Pastor and executive staff informed and updated on situations that pertain to their roles. As such, it is important that this person generally be encouraging and engaging and feel comfortable in a role that will often be focused on listening; in guiding those with questions or needs to other leaders in the church; and in providing hospitality. This role includes a variety of administrative duties which require the person in this position to make good decisions regarding priorities, to communicate clearly, to maintain absolute confidentiality and discretion with information, and who will manage their time well.

**Position Description:**

- Answer calls, screen calls, take accurate messages, and provide information to callers on behalf of the Senior Pastor and executive staff.
- Maintain and/or review the personal calendars of the Senior Pastor and executive staff and help advise on upcoming events and deadlines.
- Coordinate the setup for events – both internal and external – and review and communicate event requests and plans with the Operations Director.
- Maintain the church master calendar.
- Periodically review internal and external building use policies and procedures and advise the Operations Director of issues so that the best interests of the church and our mission and vision are protected.
- Coordinate and lead the planning, setup and execution of several, varying events on an annual basis such as the annual dinner, ministry year-end celebrations, retreats, etc.
- Greet members, staff and visitors to the administrative office.
- Provide general admin duties for the Senior Pastor and executive staff as needed, such as creating/editing documents, reviewing, transcribing and responding to e-mail correspondence, copying, scanning, filing, opening and responding to routine mail, etc.
- Coordinate with the Administrative Assistant/Receptionist to ensure that needed office supplies and equipment are ordered timely.
- Provide administrative assistance, record keeping, meeting preparations and scheduling in support of church membership, the Diaconate and the Session as needed.
- Maintain the Session minutes and files as required.
- Assist with the administrative needs of other ministry directors and pastors as requested by the Senior Pastor or executive staff.
- Help promote the Senior Pastor's wider church influence inside and outside ChristChurch.
- Schedule additional events on behalf of the Senior Pastor or executive staff as needed.

**Minimum Requirements / Critical Skills:**

- Must be committed to a personal growing relationship with Jesus Christ which is demonstrated through regular worship, fellowship with other believers and through prayer.
- 7-10+ years of experience in a church office (or other comparable role) with similar responsibilities.
- Proficiency in Microsoft Office Suite.
- Strong communication skills; verbal and written.
- Must be detail-oriented with excellent organization skills.
- Ability to interact successfully with both internal and external customers at all levels.
- Professional demeanor and ability to defuse difficult situations in a calm manner.
- Ability to multi-task, prioritize and be flexible with changing administrative needs in a high-paced team environment.
- Proven record of maintaining confidentiality and using utmost discretion in handling sensitive communications and documents.

**Additional Knowledge & Skills:**

- Bachelors degree in church administration, management or equivalent desired.
- Experience with VOIP phone systems preferred.
- It is preferred that the person in this role be a member in good standing of ChristChurch Presbyterian Church.
- Must be physically able to bend, stoop, climb, walk, and lift & carry heavy objects (up to 20 lbs).