

Position: Executive Assistant to the Lead Pastor

Reports to: Lead Pastor

Description

The Executive Assistant to the Lead Pastor will handle a wide range of administrative support related tasks for the Lead Pastor. This person must be exceedingly well-organized, flexible, and enjoy the administrative challenges of supporting a high-level executive-minded leader. Must be technologically and social media savvy, with high capability to effectively communicate through electronic media.

The Executive Assistant must have the ability to interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment and remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Expert-level written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

General Responsibilities

- Develop and maintain an organized system of receiving, sorting, highlighting, and prioritizing incoming communication (phone calls, mailings, and e-mail).
- Coordinate Lead Pastor's daily, weekly, monthly, and annual appointment schedule with church calendar for maximum ministry effectiveness.
- Set up appointments, meetings, and phone conferences; including meetings with staff, supporters, friends, ministry contacts, boards and ministry teams; keep appropriate parties informed in advance.
- Apprise Lead Pastor weekly, daily, or as needed, of appointments and calls.
- Work with Lead Pastor informing him of invitations for speaking engagements. Respond to invitations in a timely manner, according to the guidelines determined beforehand.
- Be aware of the overall church ministry goals and programs as well as the Lead Pastor's detailed responsibilities related to these.
- Assist with coordination, setup, and staffing of church events.
- Word processing, proofreading, creating, and editing digital and printed materials such as bulletins, church-wide emails, sermon slides, etc.
- Other duties as assigned by the Lead Pastor

Additional

- Present on Sundays and for occasional events outside office hours.
- Annual Evaluation by the Lead Pastor