

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

- Organize and prioritizing Lead Pastor's 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, keeping Lead Pastor apprised of appointments regularly.
- Inform Lead Pastor of invitations for speaking engagements and travel opportunities, responding and coordinating details in a timely manner.
- 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.
- Be aware of the overall church, ministry goals and programs, and the Lead Pastor's detailed responsibilities related to these.
- Assist with coordination, setup, and staffing of church events.
- Assist with upkeep of contact management system, event calendar, and staff calendar.
- Assist with church-wide communication, including weekly email newsletter.
- Assist with resource procurement, including office supplies, promotional supplies, hospitality supplies.
- 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
- Please send a resume by email only to Ashley Port, ashleyp@christcommunity.com