



Position: Executive Secretary/Administrative Assistant

General Description:

The Executive Secretary / Administrative Assistant is responsible for administrative support of the Executive Staff (Lead Pastor and Associate Pastors/Department Heads), including the management of daily schedules, correspondence, speaking engagements, and travel coordination. The Executive Assistant is the primary contact person for Executive Staff on all matters requiring their attention

Required Skills:

1. Candidate must have a desire to be proactive and create a positive experience for others while maintaining regular and reliable attendance, punctuality, and personal appearance.
2. Candidate must have a working knowledge of web-based programs such as VoIP phones, MailChimp, Dropbox, Zoom, and Planning Center.
3. Candidate must be proficient in Microsoft Office Suite, including Excel, PowerPoint, and Publisher.

Essential Job Functions:

1. Manage all forms of correspondence including voicemail, e-mail, and regular mail as needed to ensure a smooth flow of communication to and from the members of the Executive Staff.
2. Manage calendars for Executive Staff as primary contact person for meetings and other scheduled commitments.
3. Initiate, edit, and distribute church-wide electronic and print communication for the Executive Staff.
4. Setup and maintain databases and filing systems (electronic and print) as needed to ensure easy access to important records.
5. Make travel arrangements and coordinate speaking engagement logistics for Executive Staff and Guest Speakers.
6. Maintain personal websites and social media for Executive Staff members, if applicable, including content updates and e-mail correspondence.
7. Function as resource management data entry person (book text, magazine, and newspaper articles, etc.) in support of sermon development and authorship of articles, books, and other publications.
8. Edit sermons, articles, manuscripts, and other written material, as needed in support of Executive Staff members.
9. Manage data for church key performance measures (KPMs) and routinely update for review by the Executive Staff.
10. Function as coordinator managing logistics for all Executive Staff led events, retreats, staff and other meetings, etc.
11. Perform other duties as assigned.

The above-mentioned narrative is not meant to be a full description of this employee's duties but a brief descriptive of the types of duties and responsibilities the person in this position is expected to be able to perform.