



EXECUTIVE ADMINISTRATOR

New Full Time Exempt
 Revised Part Time Non-Exempt

Date Prepared: 4/16/2019
Date Hired:

Employee:

Job Title: Executive Assistant to Senior Pastor & Co-Pastor

Department: Administration

Manager/Director: Senior Pastoral Team

I. Purpose of the Job:

Provide administrative and organizational support to Senior Pastor Team.

II. Experience and Knowledge Required:

- Exceptional interpersonal, verbal, written and organizational skills
- Projects a professional and confident image, able to handle a stressful pace
- Ability to handle confidential information
- Basic understanding of accounting methods
- Proven leadership skills
- Ability to work in a multi-task environment
- Strong administrative abilities which include but are not limited to recording of minutes, budget reporting, some data analysis, and some statistical research and reporting.
- Steady, positive attitude, people-oriented, team player, customer service minded
- Familiar with Microsoft Office Word, Excel, Power Point and Outlook
- Editing and proofreading ability
- Detail oriented, creative, ability to learn new software applications
- Technologically innovative – researches and seeks various technological applications, programs, systems to obtain greater effectiveness and efficiency.
- Foresight and preparation for daily, weekly, monthly and event tasks.
- Willingness to work after hours or on weekends when needed
- Some project management skills
- Some negotiation and contract review skills
- Strong work ethic, commitment to excellence
- Highly functioning executive skills
- A working knowledge of various presentation, publication, and administrative applications and programs including but not limited to Adobe, Pro-Presenter, Planning Center, Microsoft, People Management systems, Constant Contact, etc.

III. Essential Functions and Responsibilities:

- Serve as first point of contact for Senior Pastoral Team, answering phones and meeting public as needed
- Prepare correspondence and reports for Senior Pastor Team
- Maintain Executive Office calendar, schedule meetings & appointments, conferences, retreats, etc.
- Schedule and plan Executive Office travel
- Plan and prepare materials for staff meetings, retreats, events and other meetings originating from Executive Office.
- Maintain Senior Pastor's files; keep office organized
- Provide support to Overseers, Trustees and Staff
- Attend and take minutes for Direct Report meetings
- Research financial resources needed to operate Senior Pastor's office
- Serves as gatekeeper to the senior pastor and executive director, while ensuring people are helped in a friendly and efficient manner.
- Maintain the Linked UP Church Calendar of Events.
- Ensure confidentiality of all sensitive information
- Tracks and reconciles expense account for the senior pastor and executive director.
- Handle Invitations, Schedules, Hospitality, and Accommodations for special guests.
- Coordinate, supervise, and assist volunteer office staff, as needed.
- Administration Training for new employees.
- Enter new appointment data for corresponding attendees, members, and/or visitors into Fellowship One and only as it pertains to the Executive Office.
- Maintain professional office excellence, representation and image via computer, written and physical correspondence.
- Events coordinating for executive office.
- Send sentimental expressions from the Pastoral office to various recipients pertaining to Congregational Care Cards/Gifts/Orders (Edible Arrangements, Floral Arrangements, Mailing Sympathy Cards, etc.)
- Communication liaison from Executive Office to the Staff/Volunteers.

IV. Other Duties and Responsibilities:

- Team contributor for projects and/or events.
- Identify, present for approval, and implement various process improvements.
- Act as communication, planning and preparation liaison for the Executive Office in conjunction with the different Departments per event/assignment.

- I. Employee must possess and exhibit the following core values in their daily lives:**
- Love for God
 - Love for People
 - Work Ethic that is excellent, protective and frugal with time and money
 - Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
 - Must demonstrate a high level of excellence in character (Spiritual and moral standards), chemistry (the ability to work with others), and competency (ability to perform the tasks at hand).
 - Other related tasks, duties and responsibilities related to optimum church function, management, public relations, efficiency and marketing as directed from the Executive Team.
- II. Physical Demands:**
- Some light lifting
 - Long sitting at computer
 - Infrequent long term standing and walking per special event/project.
 - Some driving
- III. Supervisory Responsibilities:**
- Upon the direction of Pastoral Team this position may require the management staff and departmental volunteers for specific events.

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Direct Report's Signature: _____ Date: _____