

JOB DESCRIPTION



Job Title: Executive Asst. to Lead Pastor

Purpose of the Job:

Provide administrative and organizational support to Lead Pastor

Weekly Schedule:

- This position is intended to closely match the schedule of the Lead Pastor
- Monday - Thursday 8:30am-5:00pm
- Rare nights and weekends as church schedule requires

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
- Ability to work in a multi-task environment
- Strong administrative abilities
- Steady, positive attitude, people-oriented, team player, customer service minded
- Familiar with Microsoft Office Word, Excel, Power Point/Pro Presenter and Outlook
- Writing, editing, and proofreading ability
- Detail oriented, creative, ability to learn new software applications
- Willingness to occasionally work after hours or on weekends when needed
- Strong work ethic, commitment to excellence

Essential Functions and Responsibilities:

- Serve as first point of contact for Lead Pastor, answering phones and meeting public as needed
- Prepare correspondence and reports for Lead Pastor
- Maintain Lead Pastor's calendar, schedule meetings, conferences, retreats, events, etc.
- Schedule and plan Lead Pastor's travel
- Plan and prepare materials for meetings, retreats, etc.
- Provide support to Vision Team members including Executive Pastor
- Attend and take minutes for Direct Report meetings
- Weekend duties as assigned

Employees 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, personable, and devoted to the call of God and the Church