

MINISTRY DESCRIPTION

POSITION: Executive Assistant to the Senior Pastor (Full-Time, Non-Exempt)

REPORTS TO: Executive Director

SUPERVISES: Music Administrative Assistant

MINISTRY OVERVIEW: The Executive Assistant to the Senior Pastor provides overall administrative functions to support the senior pastor in all aspects of the church ministry.

RESPONSIBILITIES:

1. Provide standard administrative functions for the senior pastor including copying, filing, proof-reading, taking minutes, preparing documents and expense reports, ordering supplies as needed, and assisting the pastor with any special projects.
2. Coordinate the maintenance of the church database.
3. Provide administrative support for the Session (communications, membership rolls, minutes, agendas, training, etc.) and committees of the congregation (PNC, Nominating, etc.)
4. Coordinate and maintain the pastor's calendar and communicate for the pastor as needed.
5. Coordinate logistics and hospitality for staff meetings, lunches, and special events.
6. Coordinate and arrange travel logistics for senior pastor and/or special guests.
7. Coordinate communications with church officers, staff, and membership.
8. Coordinate all building usage requests from outside groups.
9. Coordinate and maintain the church calendar as well as schedules and logistics for on-call, preaching, guest preachers, and assisting in worship; and coordinate all incoming requests and schedules/records weddings, funerals/memorial services and baptisms.
10. Provide support as necessary for the following teams: Human Resources, Worship, and Strategic Implementation.
11. Attend NPC staff meetings, staff training, and staff retreats.
12. Point of contact for NPC with the Presbytery of S. New England. Responsible for all statistical reporting.
13. Other responsibilities as assigned by supervisor.

DESIRED QUALIFICATIONS:

1. A maturing disciple of Jesus Christ.
2. Education: A.A. or the equivalent.
3. Work Experience: Extensive experience in an Executive Assistant or similar Administrative role, preferably in a church or non-profit organization context.
4. Strong relational skills, organizational skills, and communication skills (verbal and written).
5. Exceptional computer skills in a PC or Mac environment utilizing Microsoft Office Suite (Word, Excel, PowerPoint, Teams), and database software (Shelby experience a plus).