

EXECUTIVE ASSISTANT

Classification: Full Time – Non-Exempt

JOB DESCRIPTION

Works in harmony with other staff members and ministry team leaders in fulfilling the church's purpose and vision to "Connect people with God and others!" This role is responsible for leading a ministry leadership team and providing executive level administrative. To succeed in the position, the Assistant will be organized, have excellent administrative and communication skills, and outstanding interpersonal relationship skills that will cultivate a healthy ministry environment.

RESPONSIBILITIES AND DUTIES

- Loyal and discreet confidante
- Deals with and maintains confidentiality of highly sensitive information
- Maintains Executive schedule and performs administrative duties
- Provides some administrative oversight to employees to include assigning and following up on tasks, ADP timecard review/approval and leave approvals
- Handles communication between teams and key leaders
- Attends and participates in executive level meetings including recording minutes
- Assists with meeting preparations
 - Produces documents, handouts, reports, meals, or other needs as assigned
- Makes appointments and redirects individuals to other staff members that can appropriately handle issues/appointments
- Serves as gatekeeper ensuring people are served in a friendly manner
- Acts as the Event Coordinator for communication, budgeting and execution of some church events
- Verifies, reviews and approves purchase orders in Microix
- Familiar with Planning Center and able to pull any requested reports
- Perform other duties as assigned.

COMPETENCIES

- Practices high level of confidentiality
- Experience in a leadership role; requires strong verbal/written communication, outstanding interpersonal skills
- Highly motivated and takes initiative
- Highly organized, administratively gifted, hard-working, and enthusiastic

POSITION TYPE/EXPECTED WORK HOURS OF WORK

This is a full-time position. Hours of work and days are generally Sunday 8:00 AM – 1:00 PM and Monday through Thursday, 8:30 AM – 5:00 PM. Days and hours can vary with special events.

SUPERVISORY RESPONSIBILITY

The Assistant is responsible for supervising the contracts for the Decorating Coordinator.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit; use hands to finger, handle, or feel and talk or hear
- Frequently required to stand; walk and stoop, kneel, or crouch
- Occasionally ascend and descend staircases
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain in a stationary (sitting or standing) position for an extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Regularly lift and /or move up to 10 lbs and occasionally lift and/or move up to 25 lbs
- Exert up to 30 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen and reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned

TRAVEL

No travel is expected for this position

REQUIRED EDUCATION AND EXPERIENCE

- Excellent computer skills including Microsoft Word, Excel, and accounting software (Abila preferred)
- Must have the aptitude to learn a windows based computer environment
- Must be able to work independently with little or no supervision
- Analytical Skills Required: must look at a lot of different information and prioritize task based on time constraints and order of importance while following a schedule
- Communication Skills Required: must be able to professionally and clearly explain in layman's terms both verbal and in writing

PREFERRED EDUCATION AND EXPERIENCE

- Experience working for or with non-profit organization or educational setting is desired
- High school diploma or GED diploma

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must be eligible to work in the U.S.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.