

JOB DESCRIPTION

Position: Executive Assistant

Classification: Part-time (24 hours) / Non-Exempt

Reports to: Executive Director of Ministry

Date: 1.13.22

Overview

The position of Executive Assistant will provide support to the Executive Director of Ministry, and will be called upon to handle administrative issues, scheduling, and research, as well as support needed in the areas that the Executive Director of Ministry oversees, such as "Groups, Discipleship, Men's and Women's Ministries, Communications, Connections, Outreach, Students and the Executive Team".

Personal Responsibilities

- Be committed to grow in the grace and knowledge of our Lord Jesus Christ (2 Peter 3:18; 1 Peter 2:2) by assembling for instruction in God's Word and engaging in the personal study of God's Word.
- Responsibly use the resources at your disposal to foster the mission and vision of Abundant Life (1 Peter 5:1-4).
- Participate in an Abundant Life group (Acts 2:41-42) as well as the discipleship ministry (Matthew 28:18-20).
- Live in a way that glorifies God and aligns with the staff core values (1 Timothy 3:1-7, Titus 1:5-9).
- Be committed to giving to the needs of the saints (2 Corinthians 8:1-7 & 9:12).

Essential Functions and Responsibilities

- Supports the Exec. Director of Ministry by completing daily tasks related to email, mail, and calls in an efficient and organized way.
- Plans, organizes, and coordinates all administrative tasks related to all projects the Executive Director of Ministry lays their hand to.
- Sets and manages the daily schedules and calendars of Executive Director of Ministry.
- Prepares and/or editing documents, such as expense reports, memos, and invoices.
- Creates spreadsheets, manages databases, and prepares presentations.
- Supports all ministries under the direction of the Executive Director of Ministry on an as-needed basis.
- Operates computer and office equipment to generate tables, charts, memoranda, reports, and correspondence.
- Maintains effective and accurate filing systems.
- Has a working knowledge of office procedures, church schedules & procedures, and internal reporting relationships.
- Represents the Exec. Director of Ministry in meetings and in-person, speaking for her interests and needs even when she is not present.
- Schedules appointments and assembles necessary background information in preparation for them as well as planning to meet the scheduling and physical needs of the appointment.
- Acts as a gatekeeper, protecting the time and resources of the Exec. Director of Ministry.
- Attends staff meetings as requested.
- Makes travel arrangements for staff members as requested.
- Communicates with the staff and church body on behalf of the Executive Director of Ministry.
- Completes all other duties as assigned.

Skills and Qualifications

Must have excellent organizational skills. Microsoft Office suite, database management and general computer usage skills are imperative to completing the daily tasks associated with this position. Exhibits a collaborative and friendly personality that shows grace and practices confidentiality with the public that comes through the doors on a daily basis. Has the ability to manage multiple projects in a deadline-heavy environment. Committed to honoring the Lord in work and life, as well as upholding the Staff Core Values (available upon request) to support our mission of seeing lives changed through Jesus and our vision on being living proof of a loving God to a watching world. Any skills, qualifications, and responsibilities listed are not intended to be all-inclusive of the abilities needed to perform the job.

Experience

-Three or more years as an administrative/executive assistant or equivalent.