

Job Description

Job Title:	Executive Administrative Assistant	Ministry Area:	Administration
Reports to:	Executive Pastor/Director	Position Type:	
Work Schedule::	M-F, Leadership on Sunday mornings as needed	Fulltime or Part Time	Part-time
Hours/Week:	20-28	Level/Salary Range:	
Benefits Eligibility :	No	FLSA Status:	Non-Exempt
Other:		Location:	Cordova Campus

Job Summary

The Executive Administrative Assistant (EAA) will demonstrate a strong ability to administer and execute multiple tasks. The EAA enhances both the Senior and Executive Pastor's effectiveness by providing information management support.

Role and Responsibilities

- Primary champion, trainer and expert of church management software (currently Shelby Next), responsible for all aspects of database administration data integrity and reporting.
- Maintain church office supplies by checking stock to determine inventory levels, anticipating needed supplies, evaluating new office products, placing and expediting orders for supplies, verifying receipt of supplies.
- Maintain Senior and Executive Pastor's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel as well as maintain church calendar.
- Complete projects by assigning work to clerical staff, following up on results.
- Recruit, train, retain and schedule volunteers to staff front desk.
- Primary champion to manage digital key system; including development of process and procedures to activate and deactivate keys, manage key distribution by development of a recording system that specifies outstanding keys that are provided to both staff and volunteers; develop systems to check-in and check-out keys.
- Develop room usage process for church campus (e.g. Service U) that includes room scheduling and informs staff of dates and times. Utilizes digital key and HVAC systems to provide access and heat/cooling requirements.
- Primary "Go-To" person for general church questions and information requests.
- Strong ability to multi-task in the office while staying organized.

Other Skills and Special abilities

- The successful candidate must be a Fully Devoted Christ-follower.
- This individual's commitment to Christ will be evidenced in their personal life, family relationships, and ministry.
- The ideal candidate will have the ability to work independently as well as in team environments.
- Ability to communicate effectively both verbally and in writing.

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- Proficient with databases and managing database reports.
- Proficiency with Microsoft Office and Adobe software.
- Typing speed of 60 words per minute or more.
- Proficiency in grammar, spelling and punctuation.
- High aptitude and competency for technology, including, computer hardware and software; smart devices (e.g. smartphones and tablets).
- Ability to operate office equipment, including a sophisticated phone system and copiers, various printers and postage machine.

Created By:	Alan Bugg	Date:	2.20.2020
Approved By:		Date:	
Last Updated By:		Date:	