



EXECUTIVE ASSISTANT / ADMINISTRATOR

Tuesday-Friday, Flexible Hours, Ability to Work Remotely

OVERVIEW:

We're a growing, modern/contemporary church of 150 who is looking for a part-time, high-capacity, consistently reliable administrator to provide support to our pastoral staff and church leaders, ensuring efficient and effective church operations.

The ideal candidate is an initiator who demonstrates good judgment with an ability to independently, strategically and proactively think through each aspect of what is needed to get things done with excellence without requiring constant direction or instruction. Identifies and implements new ways to improve procedures, processes and systems.

QUALIFICATIONS:

High school diploma required, associate or bachelor's degree preferred

Friendly, loves people, has a passion for church community

Good with Microsoft Office suite, spelling, editing and social media

Able to work independently

A logical thinker

CORE COMPETENCIES:

1) Adaptability

- A quick learner who demonstrates flexibility in the face of changing deadlines while under pressure
- Projects a positive demeanor regardless of changes in working conditions
- Shows the ability to manage multiple conflicting priorities without loss of composure

2) Organization

- Time Management. Determines the appropriate allocation of time
- Task Management. Balances conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines

3) Proactive Anticipation of Needs

- Demonstrates the ability to foresee needs and effectively solve those needs according to the organization's culture by communicating these issues and creating processes as needed
- Utilizes analytical skills and a broad understanding of the church to effectively identify and interpret needs

4) Communication Skills

- Listening skills. Understands that the most important aspect of communication is the act of listening
- Written & e-mail. Produces well thought-out, professional correspondence

5) Customer Service Skills

- Interacts with a wide variety of people who visit the church office (parishioners, staff, guests) in a pleasant, professional way
- Promptly responds to requests with accuracy and a courteous demeanor

6) Broad Understanding of a Church-Based Context

- Demonstrates an awareness of the unique values, principles, concepts and functions of the church, both locally and globally

7) Team Player

- Works as a competent, actively supportive member of the team, willingly providing back-up support when appropriate

8) Computer/Technical Skills

- Displays proficiency using standard office equipment such as a computer, fax, photocopier, scanner, etc.
- Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills
- Working knowledge of Microsoft Office 2016 (Outlook, Word, Excel, Publisher, PowerPoint)

9) Judgment

- Exhibits sound judgment and has the ability to make logical decisions
- Swiftly refers problems/issues to the appropriate person(s) when necessary
- Is self-motivated and able to work effectively without constant and direct supervision or guidance

ESSENTIAL DUTIES & RESPONSIBILITIES *(include but are not limited to):*

Take initiative to meet various administrative needs that arise so the pastoral staff can stay focused on their primary responsibilities.

Schedule and manage appointments and meetings for the pastoral staff as needed.

Administrate cloud-based church management software, updating any personal information when needed.

Publish weekly sermon videos to church website and social media platforms.

Ensure a positive church image is presented on social media platforms that is consistent with our church culture.

Process and review submitted forms, information requests and other paperwork ensuring completeness and accuracy.

Ensure all forms of incoming and outgoing communication (e.g., correspondence, notices and other documents; community group details; announcements; event details; profile information, registration forms, email and system messages, etc.) are *accurate, complete and consistent* across all platforms (websites, flyers, posters, announcement slides, etc.), including whenever any changes are made.

Compile attendance and financial statistics as assigned in a timely manner, following up with facilitators and others as needed to gather data for those statistics.

Manage church calendar software to proactively ensure effective communication and promotion of upcoming events and deadlines.

Be knowledgeable of church policies, procedures and standards.

Monitor and manage office operations:

- Order office supplies as needed.
- Retrieve and open church mail, distribute and process incoming correspondence.
- Maintain a regular filing system, including locked, confidential files.
- Process expense reimbursement requests.

Report any developments, problems or sensitive issues requiring the attention of the Lead Pastor.

Perform other tasks and assume other responsibilities as the Lead Pastor may assign or delegate from time to time.

**TO APPLY, SEND RESUME, THREE REFERENCES AND SALARY REQUIREMENTS TO:
DAN@DANVERSCHURCH.ORG**