

The Crossing

Position Profile

Date: 12/1/2020

Position Title: Executive Assistant

Ministry Operations

Department: Administrative

Manager: Lead Pastor

Status: Part Time Full Time

Non-Exempt Exempt

Total Hours: 20

Weekend Hours: As Needed

Summary of Role

The Executive Assistant is responsible for administrative support of the Executive Staff (Lead Pastor and Executive Pastor), including management of daily schedules, correspondence (voicemail, email, regular mail, etc.), events, projects, and travel coordination. The Executive Assistant is the primary contact person for both the Lead Pastor and Executive Pastor on all matters requiring their attention.

General Responsibilities

- Provide administrative support to the Lead Pastor/Executive Pastor
- Executive Reporting across all functions
- Project Management of multiple projects simultaneously
- Oversight of office roles & responsibilities (including Office Volunteer Ministry)
- Actively participates in the church (attending, inviting, supporting events/services)

Specific Duties / Tasks

- Manage all forms of correspondence including voicemail, e-mail, and regular mail as needed to ensure smooth flow of communication to and from the members of the Executive Staff.
- Manage calendars of Executive Staff as primary contact person for meetings and other scheduled commitments.
- Initiate, edit, and distribute church-wide communication for the Executive Staff.
- Setup and maintain electronic filing systems to ensure easy access to documentation.
- Make travel arrangements and manage logistics.
- Function as coordinator managing logistics for all Executive Staff led events, retreats, staff and other meetings (including Board).
- Manage Executive Staff financial transactions and process expenses.
- Provide staff support to Business Administrator for HR responsibilities.
- Serve as Office Manager overseeing all administrative tasks, equipment, and supplies.

Qualifications

- Minimum of 3 years experience as an executive/administrative assistant in a church or business environment.
- Some leadership experience is a plus.
- Working knowledge of Microsoft Office, database, web, and other applications
- Bachelor's Degree in Business or related field preferred.