

Executive Assistant to the Lead Pastor
Kaimuki Christian Church – www.KaimukiChristian.org

Job Description

- This is a full-time role to assist the Lead Pastor to free him up to fulfill the mission and vision of Kaimuki Christian Church.
- The mission of the Executive Assistant is to stay five steps ahead of the Lead Pastor, tracking all of the administrative details, and clearing the path for him to make his greatest contribution to Kaimuki Christian Church and School. While repetitive tasks are certainly part of this position, the tasks assigned can vary from week to week based on the Lead Pastor's needs and the needs of Kaimuki Christian Church and School.
- The most important responsibility of the Executive Assistant is to ensure that administrative tasks and projects are completed with a high level of efficiency, confidentiality, accuracy, flexibility, and positivity

Hours:

- Typical hours for this role are 8a.m.-5p.m., Monday-Friday; on occasion there is a need to work additional hours on evenings and weekends. Hours are flexible in this Covid environment.

Qualifications:

- Bachelor of Arts (preferred) or five years of successful work experience in related field
- Proficient in Microsoft Word, Excel, and presentation software (PowerPoint, etc.)
- Good communicator in person and on paper (able to write letters and produce other written content)
- Multi-tasker
- Some social media experience, willing to learn
- Servant-Leader

General Responsibilities:

- Field phone calls
- Schedule appointments, enter events into Lead Pastor's calendar, including pertinent KCS events, such as breaks, concerts.
- Inform Lead Pastor of various events, assisting him in keeping calendar organized
- Sort mail – use 1st, 2nd and 3rd Priority file folders
- Correspondences

Weekly Duties:

- Provide blurbs as needed, for bulletin/Ka Nalu;
- Create weekly Message/Sermon Slides
- Record potential Membership Class invitees from Attendance Report into CCB in Membership Process Queue
- Sign Childcare Coordinator time sheet (bi-weekly) if there was childcare needed that she coordinated.

Monthly Duties:

- Prepare Action Items list from Elders Minutes – send to Ps. Danny for review and then send out as soon as possible after you receive the minutes
- Bryan and Elder Chair, Norman Hong meet on Wednesday at Noon for lunch the week prior to the Elders monthly meeting on the last Saturday of each month. (Exceptions are made for the November meeting, which is usually

moved to the first weekend in December and the December meeting, which is usually moved to the first Saturday in January.) Submit anything that should be on the agenda to Val prior to this meeting. Val prepares the agenda.

Above are the highlights of various responsibilities. Specific responsibilities, available upon request.

Spiritual:

- Have received Jesus Christ as his/her personal Savior.
- Be in agreement with Kaimuki Christian Church's Statement of Faith, and support
- KCC's mission and vision.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech, and actions toward others, including commitment to God's Biblical standards for sexual conduct.
- Be a member in good standing at KCC/S. This includes a commitment to model the Christian life by active participation in the life of the church, as evidenced by weekly attendance at Kaimuki Christian Church and regular participation in a small group.
- Applies the principles in Matthew 18:15-18 in conflict resolution.
- Commitment to personal spiritual growth and a healthy lifestyle.
- Models standards and expectations of KCC leadership.

Physical Requirements:

- Able to run errands as needed, either in the Kaimuki neighborhood or in the larger community (pick up items, etc.)

Employment:

Department - Ministry

Reports To – Lead Pastor - Job Status - Full Time

12/27/2020