



## **OFFICE & EXECUTIVE ADMINISTRATIVE ASSISTANT**

### **Overview**

The Office & Executive Administrative Assistant is responsible for assisting and supporting the Lead Pastors and Director of Business operations to support the office and ministries of Faith Church. This position is part-time, hourly, and non-benefitted position, averaging 25-28 hours per week. Evaluated annually.

### **Qualifications**

- Believer in Jesus Christ as Lord and Savior and committed to the doctrine, mission, and values of Faith Church
- Excellent interpersonal skills; ability to work well with a variety of personalities
- Strong skills in listening, tact, and consensus-building; a good team player
- Able to maintain confidentiality, respecting the privacy of those who are involved in Faith's ministries
- Demonstrates problem-solving and decision-making ability
- Possess computer skills and the ability to learn new software applications
- Passion for learning, organizing, coordinating, and anticipating needs for ministry and church operations

### **Responsibilities**

Duties include, but not limited to:

#### **Office Administration and Staff support (Approximately 15-18 hours/week)**

- Oversight of front desk reception; work with and develop office administration volunteers to manage reception coverage and assist with operation questions and inquiries as needed
- Greeting and assisting visitors and vendors
- Answering the phone
- Processing Benevolence walk-ins
- Assisting with general administrative tasks as needed
- Assist or oversee delegated tasks with office administration volunteers
- Maintain the Church Calendar and input attendance numbers

- Oversee building reservations coordination
- Ordering supplies and running office errands as needed
- Perform staff and volunteer background checks
- Oversee membership application communication and process
- Assist with funeral and special event preparations

#### **Executive Assistant to Co-Lead Pastors (Approximately 10 hours/week)**

- Administrative and project management support of the Lead Pastors, including:
  - Maintain schedules
  - Manage travel plans
  - Record meeting discussions
  - Manage filing systems
- Administrative support, including researching, drafting, editing, and transcribing
- Coordinate and manage special projects

#### **Relationships**

- Reports to Director of Business Operations
- Interacts regularly with staff, volunteers, vendors, and members to facilitate effective ministry