

Church Executive Assistant

General Position Description

The Executive Assistant is a part time (30 hrs. per week), salaried, non-benefited position which reports to and provides support to the pastor, with general support to other staff.

Qualifications

- A high school diploma or equivalent and some college education with course emphasis in business and office management, or additional years of on the job experience.
- Two years executive level office management experience, preferably in a church.
- Skill in MS Office (Word, Excel, PowerPoint, Publisher, Outlook). Knowledge of Windows 10, Propresenter 7, Planning Center (or ability to learn)
- Experience in basic database management.
- Excellent oral and written communication skills.

Duties and Responsibilities include:

- Manage office activities
- Answer the telephone and direct calls.
- Review and forward Emails.
- Maintain office files and documents.
- Maintain calendars
- Coordinate and train volunteers as it related to office work.
- Ensure that office equipment is maintained and supplied, software updated as needed
- Purchase office and other related supplies.
- Ensure first-time visitors and new members receive a welcome letter and/or packet.
- Distribute incoming mail-
- Input data using Excel, Access or other software
- Coordinate logistics of meetings, help schedule zoom meetings as needed.
- Prepare meeting agendas and other tasks as requested by pastor.
- Monitor expenses, add second signature to checks as needed, and keep records.
- Manage church keys
- Keep membership data and directory
- Publish church communications as needed
- Recruit volunteers as appropriate to various functions.
- Track memorial fund giving and send thank you letters
- Weekly updating of Web Site
- Other duties as assigned

Knowledge of the following is desired/preferred

- Organizational functions and activities of the church
- Research methods for report preparation and presentation
- General office and clerical management skills.
- Basic financial management and budgeting skills

Skill Level needed

- Excellent oral and written communication skills
- Strong interpersonal skills.
- Excellent proofreading and editing skills
- Proficient in operating office equipment
- Exceptional customer service skills