



Rev. Damon P. Williams, Ph.D.

Senior Pastor

"You are accepted. You are forgiven. You are loved."

Executive Assistant to the Pastor Position

The historic Providence Missionary Baptist Church (PMBC) of southwest Atlanta is seeking qualified applicants for the Executive Assistant to the Senior Pastor position. This position serves as the trusted assistant to the Senior Pastor of PMBC. She/he provides high-level support to the Senior Pastor in a wide range of activities in the performance of his administrative and ministerial responsibilities, while interacting with staff, congregational members and the community. Other general administrative duties are also involved. It is essential to have a pleasant and caring Christ-like spirit while being a self-starter who can handle several simultaneous tasks or projects. A good sense of humor and the ability to effectively work with a wide array of people will be necessary. The Executive Assistant to the Senior Pastor must maintain a cheerful, organized and friendly atmosphere for all who enter the office area and meet the needs of guests, volunteers, and congregational members.

Interested and qualified applicants should review the job description and submit their cover letter and resume to Rev. OJ Flowers (oflowers@providenciatlanta.org).



Position Title: Executive Assistant to the Pastor
Department: Office of the Senior Pastor
Reports To: Senior Pastor
Date Revised: October 2018

Part Time Position

Summary of Position

The Executive Assistant is a full time position that will provide high level administrative support to the Senior Pastor and the church. The Executive Assistant is expected to maintain complete confidentiality and serve as a caring assistant to interface with both the congregation, PMBC guests, and the Senior Pastor. This position requires a cheerful, pleasant, and caring Christ-like spirit. A good sense of humor and the ability to effectively work with a diversity of people is also essential.

Duties & Responsibilities

Support of the Senior Pastor

- Manage the Senior Pastor's calendar, functioning as the primary contact person for meeting and other schedule commitments.
- Receive & direct telephone calls for the Senior Pastor's office
- Manage all forms of correspondence including voicemail, e-mail, and regular mail.
- Plan and organize meetings at PMBC or offsite, make travel arrangements and coordinate speaking engagement logistics.
- Setup and maintain electronic filing systems as needed to ensure easy access to important information
- Assist with the development of an annual departmental budget and manage spending of budget for the Senior Pastor.

Support of PMBC Ministries/Auxiliaries/Teams (M/A/T)

- Create mass communications (email, text, phone) to keep the PMBC membership informed
- Develop and implement innovative ways to update and inform our memberships of PMBC events, meetings, services, etc.



Office Support

- Screen and route all incoming calls, and receive visitors to church office, responding to needs as appropriate.
- Maintain and report from membership database with responsibility for its accuracy, completeness, and robustness.
- Responsible for writing, design, and/or editing of church content and correspondence, including worship bulletin and marketing collateral
- Responsible for maintaining PMBC website by updating content to include sermons, calendar of events, and major events/activities on the homepage.
- Maintain and update a digital repository for all photos of PMBC worship and special events. Use these photos to ensure consistent updating and rotation of the PMBC bulletin boards, social media, and website
- Maintain an adequate supply of office resources available for staff and lay leaders
- Perform administrative duties as assigned by the Church Administrator

Worship & Church Logistics

- Assist with the planning of church events from conception to implementation working closely with the Church Administrator and Minister of Programming
- Coordinate church activities and facilitate calendar planning requiring interaction with persons both internal and external to PMBC and the Senior Pastor
- Develop and maintain the church calendar
- Coordinate all support of the Senior Pastor needed to ensure effectively planned and implemented worship services.

Vision: Marketing & Media

- Responsible for the writing, design, and/or editing of youth ministry content and correspondence, including church website and marketing collateral while working closely with the Marketing Team
- Create and organize weekly order of service schedules in Easy Worship
- Develop and implement social media presence on all social media platforms (Facebook, YouTube, Instagram, Twitter, etc.)
- Responsible for working with the PMBC webmaster to update website content to include sermons, calendar of events, and major events/activities on the homepage
- Maintain and update a digital repository for all photos of PMBC worship and special events. Use these photos to ensure consistent updating and rotation of the PMBC bulletin boards, social media and website
- Coordinating all creation, editing and producing of all marketing announcements and videos
- Responsible for updating Subsplash software (and other media platforms) with sermons, artwork & push notifications



Qualifications

Education/Experience

- Bachelor's degree in a related field
- Prefer, but not required, experience as a senior level administrative assistant and/or office manager
- Prefer, but not required, experience as an administrative assistant in a church environment

Skills

- Working knowledge of standard office equipment, including copies, calculators, fax machines, etc.
- Strong proficiency with Microsoft Office suite of problems (specifically Word, PowerPoint, Excel, Outlook, Publisher)
- Strong proficiency with social media sites, email marketing tools, Google (Gmail, Calendar, Search)
- Self-starter with demonstrated ability to maintain accountability, work independently, and see projects through to completion
- Ability to review correspondence for procedural and grammatical accuracy
- Takes initiative for new and special projects, as needed, to lighten the load on the Senior Pastor
- Ability to work collaboratively and effectively with all other PMBC Church Staff

Important personal traits

- Saved Christian - Believer in Jesus Christ who can demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study, and worship attendance.
- Ability to work in a collaborative team environment
- Ability to motivate diverse groups and persons
- Dependable, punctual, well-organized, flexible, and adaptable to the administrative challenges of supporting the Senior Pastor & PMBC
- Maintains confidentiality and trust in all situations
- Gift of hospitality and tact
- Helpful, cheerful, diplomatic, and caring servant attitude to all
- Ability to prioritize and multi-task projects and assignments using good-time management skills in a fast-paced environment
- Ability to work under pressure, at times, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality
- Must have a heart for service and the ministry of PMBC



Compensation & Work Hours

Pay Range

\$30K - \$39K based on experience and qualifications

Work Hours

Sunday – 7:15 am to 1:15 pm (excluding worship services)

Monday – Off

Tuesday/Wednesday/Thursday – 9:00 am to 6:00 pm

Friday – 9:00 am to 3:00 pm

Saturday - Off