



Position Title: Executive Assistant to the Senior Pastor
Reports To: Senior Pastor
Date Revised: April 5, 2019

Summary of Position

The Executive Assistant is a part-time position that will provide high level administrative support to the Senior Pastor and 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 of the Senior Pastor.
- Plan and organize meetings at PMBC or offsite, make travel arrangements and coordinate speaking engagement logistics for the Senior Pastor.
- Setup and maintain electronic filing systems as needed to ensure easy access to important information for the Senior Pastor
- Assist with the development of an annual departmental budget and manage spending of budget for the Senior Pastor.
- Create and organize weekly order of service schedules in Easy Worship
- Update ministry social media content on social media platforms (Facebook, YouTube, Instagram, Twitter, etc.)
- Responsible for updating the PMBC App (Subsplash software) (and other media platforms) with sermon content.

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

- Create mass communications content to keep the PMBC membership informed regarding ministry activities.
- Responsible for working closely with the Marketing Team and writing, designing, and/or editing of ministry related content to be included in correspondence, worship bulletin, and ministry related marketing collateral.



Worship & Church Logistics

- Assist with the planning of church events from conception to implementation working closely with the Church Administrator for facility use and funding.
- Assist with coordinating church activities and facility calendar planning requiring interaction with persons both internal and external to PMBC and the Senior Pastor

Administrative Support

- Screen and route incoming calls, and receive visitors to church office, responding to needs as appropriate.
- Assist the Church Administrator in updating the membership database with responsibility for its accuracy, completeness, and robustness.
- Work with the Church Administrator to update website content to include sermons, calendar of events, and major events/activities on the homepage.

Qualifications

Education/Experience

- Bachelor's degree in a related field, or some college and comparable experience.
- Minimum of 5 years of experience as a senior level administrative assistant and/or office management experience
- Prefer, but not required, minimum of 1 year 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 programs (specifically Word, PowerPoint, Excel, Outlook, Publisher)
- Working knowledge of 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

Highly competitive

Work Hours

Part-time

Hours TBD, will include Sundays