

# **JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT  
REPORTS TO: PASTOR OF WORSHIP  
DEPARTMENT: WORSHIP  
EXEMPTION STATUS:  EXEMPT  NON-EXEMPT (HR DETERMINES)  
PAY GRADE: <<ENTER NUMERICAL >>

## **SUMMARY OF POSITION**

Provide administrative support to the Pastor of Worship and the ministries of the Worship office.

## **KEY RESPONSIBILITIES**

1. Coordinate the Pastor of Worship's schedule and assist in communicating on his behalf.
2. Coordinate administrative needs and address budgetary/financial procedures in a timely and professional manner
3. Routine office tasks (incoming calls, scheduling appointments, correspondence, compiles reports, etc.)
4. Coordinates support activities within the department for ministry events.
5. Support activities related to Celebration Choir on a weekly basis.
6. Work with the Pastor of Worship on special tasks/events as required during the year.

## **EDUCATION AND EXPERINECE REQUIREMENTS**

1. High school degree or equivalent
2. Associates degree or some college preferred (or equivalent work experience)
3. 5+ years in an administrative support role

### **KNOWLEDGE OR SKILL REQUIREMENTS**

- Must have fundamental administrative skills and be able to utilize MS Office software and other proprietary database systems.
- Must be action and detail oriented, proactive, and possess the ability to accomplish tasks under tight deadlines.
- Must be able to deal effectively with sensitive and/or confidential information of a written or spoken nature.
- Must be able to handle stressful situations.
- Must be flexible and able to adapt to changing environments.
- Self-motivated with the ability to tract a task from beginning to end with very limited oversight.
- Excellent team oriented skills with a “can do” attitude.
- Sees all obstacles as opportunities (a positive attitude)
- Commitment and loyalty
- High level of character and integrity.
- Must be capable of learning and abiding by Church policies and procedures to insure all documents meet these policies.
- Excellent verbal and written communication skills

### **WORKING CONDITIONS**

Typically a 5 day work week in a professional office environment. Possible prolonged periods of sitting or standing. Ability to lift or carry 25lbs.

### **DISCLAIMER**

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

---

Approved By

---

Date

---

Employee Signature

---

Date