



Position: **Executive Assistant**
Reports to: Senior and Executive Pastors
Status: Non-Exempt (*hourly*)

Last Revised: November, 2019

Key Responsibilities

➤ Administrative

- Answers telephone calls directed to the Senior Pastor and the Executive Pastor and screens calls as appropriate.
- Serves as gatekeeper to the Senior and Executive Pastors, while ensuring people are helped/served in a friendly and Christ-centered manner.
- Makes telephone calls for the Senior and Executive Pastor, as directed.
- Maintains Senior and Executive Pastors appointment calendar, as needed
- Makes appointments for the Senior and Executive Pastors, while redirecting those appointments that can be appropriately handled by another staff member.
- Enters meetings, conferences, community engagements and church- wide activities onto the calendar.
- Maintains updated daily, weekly, monthly and yearly calendars.
- Handles travel plans and preparation for preaching, speaking and ministry engagements.
- Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc.
- Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner.
- Manages church-wide room/resource scheduling software (Planning Center Resources), serving as overall Room Coordinator.
- Manages office voice mail system (recording out going messages, managing it remotely for office closings, service cancellations etc.)
- Assist in preparation of general office budget including Computer Maintenance (Kite Tech) and Copier Lease and Maintenance (Centric).

➤ IT Liaison

- Works directly with Kite Tech as staff liaison for all computer related issues
- Provides expertise and support during systems upgrades, installations, conversions, and file maintenance.
- Oversees systems development and enhancement and the integration of new systems with existing systems.
- Maintains accurate inventory of all computers/devices throughout the campus.
- Purchases all staff computers.

➤ Other duties as assigned

Qualifications and Required Skills

- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus.
- Demonstrable competency in Microsoft Office Products.

- Maintains confidentiality and trust in all situations.
- The gift of hospitality and tact.
- Possesses a helpful, cheerful, diplomatic and caring servant attitude to all.
- Punctual and dependable. Well organized, flexible and adaptable. Enjoys the administrative challenges of supporting the Senior and Executive Pastors and church in the daily performance of duties and functions.
- Able to prioritize and multi-task projects and assignments, using good time management skills in a fast-paced environment, sometimes under pressure. Remains flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
- Proven ability to take projects from beginning to end.
- Displays focus, passion and initiative. Takes appropriate action when something needs to be done
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Excellent written and oral communication skills.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. LifePoint Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.

A copy of this job description will be placed in the Human Resources file. It will be used as a guideline when writing performance appraisals. By signing below both the employee and supervisor acknowledge that they have reviewed this document and have agreed to take the necessary steps to ensure success in this role.

Employee Signature *Date*

Supervisor Signature *Date*