



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

Last Revised: May, 2022

The Executive Assistant provides administrative support to both the Senior Pastor and the LifePoint office as a whole. Primary duties include managing calendars, responding to emails, preparing for meetings and events, and serving as IT liaison.

Key Responsibilities

➤ Senior Pastor Support

- Answers telephone calls directed to the Senior Pastor and screens calls as appropriate. Makes telephone calls for the Senior Pastor, as directed.
- Serves as gatekeeper to the Senior Pastor, while ensuring people are helped/served in a friendly and Christ-centered manner.
- Maintains appointment calendar, while redirecting those appointments that can be appropriately handled by another staff member.
- 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, catering orders, reminders, etc.
- Records meeting minutes, when requested. Functions as timekeeper to ensure meetings proceed in a professional and timely manner.
- Coordinates, communicates and follows through on assignments
- Manages projects as assigned.

➤ Church-wide Support

- Manages church-wide room/resource scheduling software (Planning Center Calendar), serving as overall Room Coordinator and point person.
- Maintains church-wide daily, weekly, monthly and yearly calendar. Provides church-wide perspective as ministry events are submitted for approval.
- Enters meetings, conferences, community engagements and church-wide activities onto the calendar.
- Manages office email address, including responding to or forwarding all incoming emails as appropriate.
- Manages office voice mail system (recording out going messages, managing it remotely for office closings, service cancellations etc.)
- Assists in preparation of general office budget including Computer Maintenance (Kite Tech) and Copier Lease and Maintenance (Centric).
- Manages projects as assigned.

➤ **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

Faith - heart for the local church, a growing relationship with Jesus Christ, and a passion to influence others to find and follow Jesus

Doctrine - fully agree with the doctrinal perspective of LifePoint Church

Management - able to manage individuals and teams toward a common goal

Team Creation - able to identify, recruit, and train individuals

Communication - clearly and articulately speaks and writes without being overly verbose or talkative, consistently maintaining this standard in all forms of communication

Teamwork - reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship

Humility - consistently values others more than themselves

Strong relational IQ - shows sensitivity to awareness of how people are responding and relating to others

Enthusiasm - exhibits authentic excitement over work with a bias for action

Experience

- Minimum 2 years' experience in an office environment
- Proficient/Advanced knowledge of Microsoft Office products
- Strong organizational skills, ability to multi-task
- Capable of communicating well on a written and spoken level