



## Admin Assistant to Executive Pastor

### OBJECTIVE

Assist the Executive Pastor in such a way that enables him to maximize his effectiveness and productivity.

### ACCOUNTABILITY

- ➔ This position reports directly to the Executive Pastor

### QUALIFICATIONS

- ➔ Supports Alive Church's Mission, Vision, Values and Ministry Practices.
- ➔ Must be a Devoted Follower of Jesus.
- ➔ High School Diploma or equivalent.
- ➔ Proficient in MS Office, Windows, iOS, and Google Docs.
- ➔ Experience with Planning Center Online a plus.
- ➔ Great People Skills.

### RESPONSIBILITIES

- ➔ *Time Saver:* Maximize the time of the Executive Pastor. Whatever you can handle that multiplies the Executive Pastor's time-take it and run fast, he's not getting any younger.
- ➔ *Mind Reader:* Anticipate even the smallest of needs and act proactively, think with and ahead,

so as almost to know what the Executive Pastor is thinking before he thinks it.

- ➔ *Juggler:* Handle all of the ever-changing calendar and schedule details, travel minutia, and general communication. Coordinate events, training meetings and personal details on a daily basis. Organize teaching and coaching events...all without dropping the ball.
- ➔ *Diplomat:* Communicate with exemplary verbal and written skills. Make everyone feel like a million bucks even when you say no. Most importantly keep the Executive Pastor off *60 Minutes*.
- ➔ *Ringmaster:* On days when it feels like a circus, never let it look like one. Know how to put the bears and lions in their cages when needed, without force.
- ➔ *High Wire Walker:* Confidentiality of personal and church information is a must; one slip from this high wire offers no second chances.
- ➔ *Firefighter:* Solve problems as directed and upon your own initiative, always using a bucket of water, not gasoline.
- ➔ *Gatekeeper:* Make sure the right people are getting time on the calendar and that the entire schedule is protected for the productivity of the Executive Pastor to be able to do his part in living out the mission and vision of Alive Church, including missions, church expansion, sermon prep and ministry management. Handle all email, delete junk, and start emails that he needs to personally respond to.
- ➔ *Special Projects Manager:* Manage the Executive Pastor's special projects.

### WORK SCHEDULE EXPECTATIONS

- ➔ 20 Hours per week.
- ➔ Maintain regular office hours Monday – Wednesday.
- ➔ Required to work at all Easter and Christmas Eve services and all Special Event Weekends.