

Position Title: Executive Assistant to the Lead and Executive Pastors

Direct Reports To: Lead and Executive Pastors

Summary of Position: The Executive Assistant is responsible for assisting the Lead and Executive Pastor (“Pastors”) in the performance of their responsibilities. He/She needs to maintain complete confidentiality, assist as needed in crisis situations, and serve as a helpful and caring assistant to interface with the congregation and staff. This person should be organized, relationally outgoing, self-motivated, have excellent verbal and non-verbal communication skills, have an ability to work as part of a team and follow the biblical model of sacrifice by being willing to put the needs of others in front of their own. In all of their actions, they should be positive and supportive of the mission and values of The Chapel.

Position Status: Full Time

Job Responsibilities:

- Receives, directs and screens telephone calls and emails to the appropriate pastor
- Serves as a gatekeeper to the “Pastors” while ensuring people are helped and served in a friendly and Christ centered manner
- Maintains weekly calendar
 - Manages appointments, while redirecting those appointments that can be appropriately handled by other staff members
- Takes meeting minutes
- Aids in preparation for meetings through the production of documents, handouts, reports, meals, reminders, etc., as requested by the “Pastors”
- Maintains the “Pastors files”
- Prepares and supports the necessary items associated with monthly Elder Board meeting.
- Assists the Lead Pastor with the formation of documents related to the weekend worship experience.
- Takes initiative for new and special projects as requested by the Lead and Executive Pastors
- Handles all travel plans associated with Lead and Executive Pastors travel for Chapel business.

QUALIFICATIONS

Education/Experience

- Must have 3-5 years of senior level administrative experience
- Must possess working knowledge of standard office equipment including copiers, printers, phone, and fax machines
- Must demonstrate strong working knowledge of computers and proficiency in software programs including Microsoft Word, Excel, PowerPoint, Google, and Internet.
- Must be willing to learn system software and programs used by The Chapel related to the work of the Lead and Executive Pastors: ProPresenter, ACS, Planning Center, etc.
- Must possess efficient, caring and discerning telephone skills with a clear speaking voice
- Must be able to maintain confidentiality in all situations
- Should be people focused with a gift of hospitality
- Possess a helpful, cheerful, diplomatic and caring servant attitude to all
- Have strong organizational skills

- Is able to prioritize and multi-task, using good time management skills in a fast-paced environment
- Must have a heart for the ministry of The Chapel and the people of this church family
- Must possess the desire to aid the “Pastors” in fulfilling their responsibilities and lighten their load whenever possible
- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance

Review: Participate in annual job performance reviews and evaluations.

This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Candidates who meet the minimum criteria should submit the following to eric.allred@thechapelbr.com by August 28, 2017. **Only the candidates who meet the minimum criteria and submit all the requested material will be considered.**

- A cover letter expressing interest in this position and explanation of why the candidate believes his/her qualifications match those sought for the Executive Administrative Assistant position at The Chapel.
- Current resume

No phone calls, please. Position will remain open until a qualified candidate is selected.