

## EXECUTIVE ASSISTANT

**Position:** Regular Part Time

**Hours:** 30 per week

**Core Hours (representative):** Mon-Thu 8:30am-4:00pm; occasional weekday evening or Sunday morning responsibilities

**Reports to:** Executive Pastor

### POSITION SUMMARY

The Executive Assistant serves an important ministry role at Providence Church. This person provides administrative, H.R., clerical, and general support to the Executive Pastor and manages the church office. This person must be detailed, organized, dependable, technologically proficient, and feel called to serve in a behind-the-scenes, professional support role to further the church's vision and mission.

### QUALIFICATIONS

1. Committed disciple of Jesus Christ, seeking to serve God and live out the vision and mission of Providence Church
2. Minimum 3 years' experience as an executive assistant or senior-level administrative assistant or equivalent business experience
3. Team player; works well with others with a humble spirit and can-do attitude
4. Strong working knowledge of computers and software programs, including Mac OS, Google Suite, Microsoft Office, cloud-based file sharing and backup services; aptitude or experience (preferred) with church management software
5. Detail-oriented; demonstrated organizational and administrative excellence; ability to create and oversee systems and dependably implement plans and practices
6. Strong written, verbal, and technological communication skills
7. Experience with H.R., payroll, and basic bookkeeping preferred
8. Ability to maintain confidentiality with financial information, H.R. records, and other private matters

### RESPONSIBILITIES

1. Represent the Executive Pastor in dealings with members of the congregation, other churches, and the larger community in a professional, friendly, and Christ-like manner
2. Perform administrative duties for the Executive Pastor, e.g., maintaining hard-copy and electronic files, project organization and coordination, scheduling
3. Assist with preparation for meetings and presentations through the production of documents, PowerPoints, reminders, and meals
4. Assist with church payroll, benefits administration, and related H.R. tasks
5. Oversee facility scheduling, using Google calendar to reserve spaces for events
6. Administer church management software (Church Community Builder)
7. Assist with counting the weekly offering and preparing special deposits
8. Cover scheduled hours at the front desk; schedule alternate coverage as needed
9. Maintain neatness and welcoming appearance of reception and office area
10. Order and refill inventory of office supplies (and snacks!)
11. Attend regular staff meetings and other meetings as needed
12. Other duties as assigned by supervisor