

**EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SENIOR PASTOR
CARMEL PRESBYTERIAN CHURCH, Carmel, California**

POSITION DESCRIPTION June 21, 2017

TITLE: Executive Assistant to the Senior Pastor

PURPOSE: To provide administrative leadership, supervision and support in a variety of areas as directed by the Senior Pastor.

SUPERVISION: The Senior Pastor is the supervisor of the Executive Administrative Assistant.

STATUS: This is a full time, exempt position.

COMPENSATION: \$55,000 to \$70,000 annually, depending on experience and qualifications.

EVALUATION: There will be an evaluation at the end of a 90 day trial period. Thereafter, performance appraisals are carried out annually.

RESPONSIBILITIES:

1. Weekly administration of small groups: updating the database with the leaders, schedules, locations and participants of all CPC small groups, determining which people should be invited to join a small group, and mobilizing the appropriate person to invite them. Recording when someone is invited into a small group and making sure everyone who is not in a group is invited twice per year.
2. Weekly administration of volunteerism: updating the database with who is serving and the capacity in which they are serving, deciding who should be invited to serve in some capacity and mobilizing the appropriate person to invite them into that serving opportunity. Recording when someone is invited to serve and making sure everyone who is not serving is invited twice per year.
3. Monthly administration of prospective Covenant Partners (members): keep a record of all those who demonstrate an interest in joining, decide who should be invited and mobilize the appropriate person to invite them. Schedule 2-3 Covenant Partner Classes per year and develop a Welcome Lunch for new Covenant Partners.
4. Recruitment, training and supervision of people needed to serve in the following capacities on Sunday mornings: ushering, serving communion, greeting, welcoming (connection center), hosting, parking, running the slides from the sound booth and food preparation. Administrating CPC's policies regarding printed materials and promotional tables on the patio on Sundays.
5. Sunday mornings: upload sermon slides, help pre-service with microphone fitting, providing written instructions as needed to sound engineer and the screen technician, and helping with any last minute changes/additions.
6. Supervise the church calendar. Oversee the approval process for events using the Event Proposal Form.
7. Weekly review of people the Senior Pastor needs to call, email, thank or contact. Communicating this to the pastor and writing notes for the Pastor to sign. This includes people who have been absent, hospitalized, in hospice, etc. It also includes people to whom we want to express gratitude and the celebration of staff birthdays each month.
8. Develop and manage campus wide signage.
9. Project Tracking: tracking the steps and contacts of the projects in which the Senior Pastor is involved and partnering with the Senior Pastor to make sure all commitments are handled in a timely manner.
10. Collecting, organizing and reporting ministry receipts and mileage for reimbursement of the Senior Pastor
11. Work with the Senior Pastor to develop weekly staff meeting agenda, take and disseminate notes and follow-through on action items.
12. Weekly congregational email: collect, edit and send the appropriate information.

13. Lead the communications team.
14. Arrange logistics (can be delegated) for meetings: set-up, refreshments, phone conferences, etc.
15. Providing training and troubleshooting for office machinery including copiers, laminator, fax and the postage machine.

PROJECT AND EVENT-BASED TASKS:

- Organize annual two-day staff retreat
- Organize desserts to thank people who have been generous with their time, talent and treasure.
- Organize additional events to help the Senior Pastor meet people.

SUPERVISORIAL RESPONSIBILITIES:

Supervise part time administrative assistant
Supervise full time media technician
Supervise Sunday morning staff
Supervise and lead the communications team.

GENERAL: Any other tasks requested by the Senior Pastor

QUALIFICATIONS:

1. A growing personal commitment to Jesus Christ, the body of Christ and God's work in the world.
2. Mature Christian character and an ongoing commitment to becoming more Christ-like.
3. Experience working with people in a church setting.
4. A high degree of emotional intelligence and stability. Able to demonstrate a cheerful, diplomatic and caring attitude while operating in a collegial but challenging atmosphere.
5. Must be a positive role model, living above reproach at all times.
6. Ability to work flexibly and effectively with volunteers and staff, exhibiting creativity, understanding, and patience.
7. A Bachelor's degree and the ability to write well in English.
8. Strong organizational skills.
9. Willingness to serve and function as an integral member of the staff team.
10. Proficient with office machinery, computers, networks, software and the internet—including copiers, phone systems, fax machines, Microsoft Word, PowerPoint, Excel, and database systems. Able to become proficient quickly with additional computer programs and office machines.
11. Agreement with the the Essential Tenants of our denomination (A Covenant Order of Evangelical Presbyterians—ECO) available at <http://eco-pres.org/static/media/uploads/resources/Essential%20Tenets/eco-essential-tenets-confessions.pdf> .

SCHEDULE:

This position includes Sunday mornings and some evening and Saturday meetings. Most of the staff takes Fridays as their day off. To faithfully carry out the many responsibilities of this position will require around 45 – 50 hours per week.

APPLICATION PROCESS:

To apply send the following to rduncan@carmelpres.org:

1. Resume
2. Complete work history
3. Academic history (finalists will be asked to provide their college transcript)
4. References: current pastor, previous pastor, past or current supervisor, past or current person you supervised, colleague who observed your work, and a long-term friend. Additional references that can speak to your emotional and spiritual maturity are welcome.

ADDITIONAL INFORMATION:

Church website: www.carmelpres.org

Note: due to vacation schedules, most resumes will not be read until after July 4th, 2017. Most applicants will not hear back from us until after July 11th.