

Position: Executive Administrative Assistant

Reports to: Executive Director of Staff Development

Supervises: N/A

Classification: Full-time, hourly

Purpose

This position is accountable for providing administrative support to the Executive Director of Staff Development so that she can best serve the organization at a strategic level in a prepared, focused, and intentional way.

Experience/Key Competencies

- 3 years Church-based ministry and/or administrative experience
- Excellent organization, planning, prioritization and problem-solving skills
- Ability to anticipate needs, think strategically and offer solutions in addition to executing requests in a timely fashion
- Demonstrated judgment and discernment; self-starter; initiative
- Ability to perform several detailed tasks concurrently with ease, timeliness, and professionalism as well as adapt to changing priorities in a fast paced environment
- Strong written and verbal communication skills
- Ability to interact effectively with individuals at all levels, inside and outside of the church, in a professional manner
- Demonstrated ability to manage confidential and sensitive information with professionalism and discretion
- Works effectively and efficiently in Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Human Resources experience a plus
- Ability to maintain highly confidential information regarding church and staff business

Key Responsibilities

- Provide comprehensive calendar / meeting management and support
- Coordinate meetings, ensuring they start and end on time and providing necessary materials in advance.
 - May include: setting up rooms, developing agendas, creating handouts and presentations, taking notes in meetings, and following up with individuals and/or tasks.
- Assist in responding to, screening, and managing communication (calls and e-mails) to the Executive Director of Staff Development
- Create and maintain effective organization systems to support project and team management
- Receive visitors and determine appropriate access to the pastor or connect with other Eleven22 staff.
- Coordinate all travel arrangements
- Assist with budget preparation, tracking spending, and completing timely reimbursements

Measurements of Success

- Modeling The Church of Eleven22's mission, vision, core values, and code of conduct
- Individual Mission & Morale