



Executive Assistant to the Head of Staff
June 2008

TITLE:	Executive Assistant to the Head of Staff
DESCRIPTION:	Provides senior administrative and project support to the Head of Staff.
REPORTS TO:	Head of Staff and the Session through the Personnel Committee
STATUS:	Full time, exempt position with benefits
EVALUATION:	An annual performance evaluation will be performed by the Head of Staff and the Personnel Committee

Executive Assistant to the Head of Staff is a senior administrative support level position that will manage the Head of Staff's day-to-day schedule, greet visitors, reschedule appointments, organize around emergencies and proactively help manage the Head of Staff's time.

REQUIRED QUALIFICATIONS:

Experience:

1. Four year college degree or equivalent of work-related experience.
2. Minimum of five years of high-level administrative support or Executive Secretary experience.
3. Minimum typing speed of 60 wpm with accuracy.
4. Intermediate to expert level of Office software packages (Windows XP, Office, Outlook, Desktop Publishing Software, Internet, church management database, web software)
5. Independent creation of correspondence, agendas, minutes, curriculum, financial reports, and presentations.
6. Project management
7. Research capabilities
8. Maintaining a calendar, scheduling appointments, making travel arrangements, organizing events and meetings.
9. Maintaining a filing system
10. Excellent attention to detail
11. Excellent interpersonal abilities; ability to get along with diverse personalities with tact and professionalism.
12. Effective time management and organizational skills
13. Handling of confidential and highly sensitive matter
14. Thorough knowledge of correct English grammar, spelling, and punctuation

Ability to:

1. Work autonomously and in a team environment
2. Be flexible in a fast-paced, ever-changing environment
3. Have good reasoning abilities and sound judgment
4. Face conflicts with a desire to resolve them and solve underlying causes to prevent recurrence.

5. Handle highly confidential personal and financial information with tact and complete discretion.
6. Be self directed in work, resourceful, and well-organized.
7. Strategically organize work (multi-task) paying attention to detail while thinking ahead, planning, and being proactive.
8. Communicate orally in a clear and concise manner, respond to inquiries, and explain policies and procedures
9. Be part of an organization that promotes continuing education and career development
10. Understand and support mission, purpose, and core values of the organization
11. Have a passion for ministry

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Head of Staff Support:

- Greet and assist visitors; Communicate promptly and professionally at all times
- Maintain Head of Staff's calendar
- Schedule appointments and events; complete and submit facility request forms
- Screening and referring appropriate incoming calls for Head of Staff
- Return telephone calls as delegated by Head of Staff
- Make travel arrangements
- Prioritize incoming correspondence
- Respond to e-mails as directed
- Assist with the use of a Blackberry (or similar device)
- Assist with preparation of Orders of Worship for Baptisms, Memorials, and Weddings
- Assist with scheduling pastors for on-call duties and creation of schedule
- Order resources
- Process invoices, credit card statements, and reimbursements
- Creation of sermon reference folders
- Maintain Sermon Database
- Research and compile information and data as determined by Head of staff

Strategic and Special Project Support:

- Assist head of staff, Business Administrator, and Elders with tasks related to strategic task forces and special projects
- Assist with capital campaigns
- Organize and manage special projects
- Order publications necessary
- Create rosters, binders, presentations when necessary
- Assist with communication
- Responsible for scheduling meetings

Session Support:

- Assist with the creation of Session Docket
- Assist Clerk of session with annual Session Minute review
- Track and complete Annual Statistical Reports
- Assist with communication with Elders
- Responsible for the maintenance and retention of church membership rolls according to Book of Order
- Assist Clerk of Session and Church Registrar when necessary
- Update leadership and extra-net areas of BPC Website

Nominating Committee Support:

- Assist the Nominating elder and Head of staff with tasks related to the annual nominating process for Elders, Deacons, and Nominating Committee.

General Clerical Support:

- Be a participant of the Administrative team; attend regularly scheduled (and special) meetings.
- Prepare and proofread professional reports, presentations, and correspondence using Microsoft Word, Excel, Publisher or other desk top publishing software and church management software.
- Verify and review materials for completeness and conformance.
- Perform high-level, clerical work as required and with professionalism and efficiency
- Organize and maintain filing systems; maintain records related to area of ministry.
- Operate various office equipment, which may include a computer, printer, calculator, copier, fax machine, postage machine, telephone, etc.
- Perform other duties as assigned.

RELATIONSHIPS WITH STAFF AND SESSION MEMBERS:

The Assistant to the Head of Staff is expected to:

- a) Maintain confidentiality at all times.
- b) Be supportive of the church and the church staff in all contacts with the church membership and the general public.
- c) Perform other tasks as requested.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. The work environment is one of an office with controlled temperature. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.