

Executive Staff Assistant

Job Description:

Are you detail-oriented, and have a passion to keep organizations connected and organized?

Our Executive Staff Assistant will work with our Sr. Pastor and ministries to make sure office work, meetings and church communications are done effectively and on time.

About our Church

Wake Chapel Church is focused to build strong and healthy people through fellowship, evangelism, worship, discipleship, and service. In turn, our communities become places of help, hope and healing.

Our mission is to execute our mantra of “A Faith Community that Cares” by providing encouragement and support to our local and global communities. To accomplish this we must develop leaders, support our ministries, and aid communities through evangelism and involvement.

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Job Description

TITLE: Executive Staff Assistant

REPORT TO: Senior Pastor

MINISTRY AREA: Administration, Office, and Finance

EXPERIENCE: 3 – 5 years’ experience in an administrative leadership role with 2 – 3 years’ church administration preferred

COMPENSATION: *TBD (Part-Time or Full-Time)*

Executive Staff Assistant Position Details:

Hours:

- *Office Hours (with work from home option during COVID) - Tues-Fri, 8:30 am-5:30 pm (30 – 40 hrs./wk.)*
- *Attend Board and Finance meetings (2hrs/month)*

Qualifications:

- Excellent communication skills, both written and verbal, as well as managing communication across an organization including congregation
- Adaptable to change in a fast- paced environment
- Ability to focus on multiple tasks
- Use of digital applications including, but not limited to Microsoft Office Suite, Google Suite, Dropbox, etc.

Executive Staff Assistant

Responsibilities:

Organization Communication:

- Organize and edit church email.
- Edit and contribute to other forms of church communication, including special events, church website and live stream announcer scripts.
- Facilitate communication between visitors, congregation, staff, and Pastor

Office Management:

- Maintain church files (i.e. disciple records, baptism records, marriage ceremony, etc.)
- Receive, store, and/or distribute mail and packages (may require lifting to 25 lbs.)
- Record Attendance for services, leadership meetings, and annual and periodic church conferences
- Order materials online as needed (handouts, promotional gifts, etc.)
- Problem solving building, employment, membership services and vendors
- Answer phones and distribute messages.

Meetings:

- Attend and take minutes at ministry leadership and board meetings
- Schedule meetings (Finance, leadership planning, board meetings, etc.)
- assist with meeting details (communication, food, etc.) as needed.

Financial Secretary:

- deposit checks/cash
- record donations and maintain donor profiles in Shelby Giving
- new givers contact
- Produce reports and information for finance/board meetings

Perform other duties for and as assigned by the Pastor and/or church leadership as needed