



## **JOB DESCRIPTION**

<b>Title:</b>	Executive Administrative Assistant
<b>Department:</b>	Support Services Department
<b>Reports To:</b>	Lead Pastor
<b>Status:</b>	Hourly-Non-Exempt

**General Summary and Objective:** Provide support to the Lead Pastor, assist with sermon research and provide administrative support to Elders and Executive Team.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Support Lead Pastor**
  - Confidential support for the Lead Pastor in all areas
  - Protect Lead Pastor's time by screening all calls and emails including responding as needed or requested
  - Oversee and manage calendar to include scheduling appointments and meetings
  - Book travel and develop itineraries for off-site speaking engagements and conferences
  - Make travel arrangements for guest speakers and prepare payment request
  - Make arrangements for staff meetings, events, and Elder/Executive/Lead/Director Retreat
  - Prepare and submit expense receipts, interfacing with Finance Team
  - Complete survey requests for research from groups like Outreach Magazine, Leadership Network, etc.
- **Sermon Research**
  - Attend sermon content meetings, take notes and transcribe
  - Assist in research of Bible scripture and topics for weekly sermons
  - Edit weekly sermon content to be used by Media Team for weekend services
  - Post sermon on Planning Center Online PCO and media booth
- **Elder and Executive Team Administration**
  - Prepare documents for monthly Elders' Meeting
  - Attend and take notes in monthly Staff Chapel
  - Edit and proof communication pieces prior to sending out
  - Order and set up food and beverages for monthly Elders' meetings, Lead Team meetings and other occasional staff meetings
  - Order books and resources as requested

**Additional Responsibilities:**

- Help with documentation such as copying, preparation, storage, etc. for various meetings, etc.
- Collaborate with other Executive Directors and Administrative Assistants to establish cooperative efforts between ministries and departments
- Perform other duties as assigned

**Requirements (knowledge, skills, abilities, education, etc.)**

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Ability to convey a positive professional image and to maintain confidentiality
- High School Diploma or GED
- General computer skills, Office 365 programs, grammar and proofreading
- Demonstrated capacity to lead and administrate
- Decision making skills with discernment and wisdom
- Organized, able to prioritize job responsibilities and respond to needs promptly
- Research: web, books and Logos software

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms. This position would be required to occasionally lift 20-30 pounds.

**Position Type/Expected Hours of Work**

This position is full time, 40 hours per week. Normal working hours are Monday to Friday 8:00 AM-5:00 PM.

**Travel**

This position may require travel to pick up refreshments for meetings or events, other supplies, and occasional additional local errands as needed.

*June 27, 2022*

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*