



**Job Title:** Senior Pastor Administrative Assistant  
**Status:** Exempt/Salaried Full Time/Level 600  
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### **Position Summary**

Provide high-level administrative support by conducting research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, and scheduling meetings. This position is distinguished from other administrative support classes in that the position provides highly sensitive support to the Senior Pastor. Responsibilities require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall church and Para-church activities.

### **Organizational Status**

This position reports to the Senior Pastor.

### **Working Relationships**

Works directly with the Senior Pastor and others who may require access or communication with the Senior Pastor's office.

## **Roles and Responsibilities**

- Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the church's office.
- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, Deacons and Elders.
- File and retrieve church documents, records, and reports.
- Meet with individuals, special interest groups and others on behalf of the Senior Pastor, committees, Deacons and Elders.
- Perform general office duties such as ordering supplies, maintaining records, management systems, and performing basic bookkeeping work.
- Compile, transcribe, and distribute minutes of meetings.
- Greet visitors and determine whether they should be given access to specific individuals.
- Make travel arrangements for Senior Pastor.
- Manage calendar with Senior Pastor.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Prepare reports, memos, letters, and other documents using electronic transcription/dictation as required, word processing, spreadsheet, database, and/or presentation software.
- Receive and screen communications to the Senior Pastor including telephone calls and e-mail messages, and provide assistance using independent judgment to determine those requiring priority attention, prioritize, channel, and facilitate communication from senior staff, ministry directors, and others as necessary.
- Perform research and preparing reports and recommendations.
- Exemplary intra-personal skills, including dealing effectively with the church membership and co-workers both in person, telephone, and e-mail.

## **Key Performance Indicators**

- Document preparation – timing and accuracy
- Report preparation – creation, timing and accuracy
- Clerical functions – timing and accuracy
- Information requests – timing and accuracy
- Project management – creation, timing and accuracy
- Assigned tasks – creation, timing and accuracy

## **Qualifications and Requirements**

- A passionate love for the Lord and a desire to serve in support ministries
- University graduation in administration or a related field
- Individual must possess a minimum of 3 years of experience that has developed skill competencies including correspondence and clerical functions
- Possess a high degree of technical expertise in clerical functions
- A functional knowledge of Microsoft Office software
- Demonstrated ability regarding discretion and professionalism
- Exhibit excellent written, verbal and interpersonal communication skills
- Proven success with team work and consensus building
- Overseeing projects or programs
- Organizing own work, coordinating projects, setting priorities, meeting deadlines and following up on assignments with a minimum of direction
- Communicating effectively with co-workers, church members, representatives of other Para-church organizations and others sufficient to exchange or convey information.