

Executive Assistant to Pastor, Staff & Congregation

Purpose

To organize and oversee the administrative needs of Corona del Mar Community Church, Congregational, in coordination with – and in support of – the Senior Minister, staff, ministry leaders, and church members, in order to facilitate the ministry of Community Church as we help people grow in the Spirit, live their Christian faith, and answer God’s call through prayer, worship, study, community, and loving service.

Responsibilities/Duties

- Serve as receptionist: greeting guests, answering phones, and directing volunteers to the appropriate leaders for assistance
- Manage church and building use calendars; maintain church’s public calendars, so they remain updated and accurate
- Create weekly worship bulletin in consultation with Senior Pastor
- Manage and update FellowshipOne church database
- Post updated content and worship video links on church website, church Facebook page, and YouTube channel, as needed
- Create and send weekly church email update to subscribers, updates email list
- Create and distribute quarterly church newsletter or other periodical congregational updates, as requested by Council or Senior Pastor
- Resource church leaders and committees as requested
- Design special marketing and recruitment materials including sign-up sheets & fliers
- Manage Senior Pastor’s calendar and appointments
- Assist with special projects as directed by the Senior Pastor
- Maintain pastoral confidentiality and trust
- Manage church files, both digital and paper
- Prepare agendas for church staff meetings in consultation with Senior Pastor
- Mail and process financial documents in consultation with Church Book Keeper

Responsibilities/Duties *(continued)*

- Serve as note taker for meetings where attendance is requested
- Update and maintain contracts for events and facility use
- Track facility user group income and facility maintenance costs, informing Trustees and Facility teams on a quarterly basis or as requested
- Manage custodial and maintenance staff to keep church spaces clean and inviting; inventory church sanitary supplies in coordination with custodial team, ordering supplies as needed
- Work with Facilities Team to oversee ongoing maintenance needs and building updates (ie lightbulb replacement schedule; plan and schedule carpet cleaning and other deep cleaning projects; assist facilities committee in implementing and scheduling landscaping, church maintenance, or facility improvements)
- Coordinate with Trustee Chairperson to ensure church campus is in compliance with local codes, permits, and fees

Preferred Qualifications

- Experience as an assistant to organizational executive leadership
- Proficiency in Microsoft Office Applications and database management
- Willingness to be trained in new softwares and platforms for creative tasks
- Confidence with using advanced office equipment and software
- Detail oriented and self-directed
- Strong relational skills and willingness to work with volunteers
- Experience working on a multi staff person team
- Commitment to ethics, confidentiality, respect, and growth of the church
- The person in this position must be able communicate calmly, patiently, and accurately in various situations:
 - with church leaders, members and guests about church calendar, building rental rates, and church activities
 - with persons in need of pastoral care or assistance, often in times of spiritual or emotional crisis

Core Competencies

- Shared Values: Demonstrates understanding and full support of the mission and values of the church and congregation; consistently behaves in a manner congruent with these values
- Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy, tact, and direct communication; is approachable

Working Hours & Compensation

- This is an hourly position authorized for 24 hours a week
- Regular office hours are anticipated to be Monday-Thursday 9:00am-3:00pm
- Starting Salary: \$20-24 hourly, based on experience

Supervision and Performance Evaluation

- This position is under the supervision of the Senior Pastor & Personnel Committee
- The position will have a 90-day probationary period. Subsequent evaluations will be conducted on an annual basis.

Physical Requirements

- The person in this position will:
 - occasionally climb 5-30 stairs to greet guests and manage building needs
 - move about the office, area, equipment and storage room, and various classrooms
 - remain in a stationary position for typing, attendance in meetings, and other administrative tasks
 - frequently operate a computer and other office productivity machinery