



ST. ANDREW'S
PRESBYTERIAN CHURCH

Job Posting: Executive Assistant to the Lead Pastor

Date: January 17, 2019

Position: **Executive Assistant to Lead Pastor**
Exempt from overtime - Full-Time, 40 Hours Weekly, Mon. – Fri.

Reports To: Lead Pastor

Apply Directly to: Gwen Reinauer – Director of Human Resources
e-mail: careers@sapres.org

REQUIRED: Cover Letter, Resume and completed St. Andrew's Employment Application.
Apply directly at: <http://www.sapres.org/about/job-openings/>

CLOSING DATE: Open until Position Filled

ROLES AND RESPONSIBILITIES:

Assist the Executive Director by performing multiple duties including those listed below:

- Provide a warm experience to all as a direct representative of the Pastor in every setting
- Make appointments, screen/respond to phone calls, e-mails, and review/answer mail as needed
- Coordinate the Lead Pastor's calendar by setting appointments and schedule meetings.
- Coordinate and Support Lead Pastor's various roles by anticipating logistical and relational needs
- Keep the Lead Pastor's files and record books up to date
- Create and maintain church policies and procedures for administrator.
- Coordinate and support the Lead Pastor with external responsibilities/expectations (i.e., writing)
- Coordinate and support supervisor related to crises and/or emergencies that arise for congregation
- Responsible for creating and organizing the compliance records
- Keep all file records of original documents, licenses, certifications, legal documents, etc.
- Work with other departments related to documentation needing renewal, updating or compliance
- Oversee expenses related to Lead Pastor office, including reconciling credit card statements
- Responsible for maintaining corporate legal files
- Work with executive director's staff and facilities manager to coordinate internal/external events
- Structure, organize and coordinate Pastor's special projects
- Schedule and coordinate events with speakers, elders, and attendees

ESSENTIAL REQUIREMENTS:

- Candidate must be able to perform tasks accurately with attention to detail.
- Candidate must be excellent and experienced in strategic leadership with and support of supervisor
- Strong computer skills and experience required.
- Proven ability to be flexible, think creatively, and function independently when necessary
- Ability to communicate clearly in English both verbally and in writing

QUALIFICATIONS:

Must be a committed follower of Christ as well as an active member of a Christian church.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred
- Approximately 4+ years' experience as an executive assistant to a senior level leader is preferred