

First Baptist Church of Vienna

Executive Assistant to Senior Pastor

Title: Executive Assistant to Senior Pastor

Position Status: Exempt Hourly

Work Hours: 5 days/week

Reports To: Senior Pastor

Approved By: Personnel Committee

Approved By: Joint Board

Supervises:

Date:

Date:

MAJOR FUNCTION

The Executive Assistant to the Senior Pastor serves as the executive/confidential/trusted assistant to the Senior Pastor First Baptist Church of Vienna. She/he provides high-level support to the Senior Pastor in a wide range of activities in the performance of his administrative and ministerial responsibilities, while interacting with staff, congregational members and the community.

BASIC DUTIES AND RESPONSIBILITIES

1. Receives and directs telephone calls and emails to the senior pastor's office.
 1. Answers and makes telephone calls for the senior pastor as directed and screens calls as appropriate.
 2. Reviews and prioritizes telephone messages for the senior pastor.
 3. Serves as gatekeeper to the senior pastor, while ensuring people are supported/served in a friendly and Christ-centered manner.
 4. Represents the senior pastor at meetings as directed.
2. Maintains senior pastor's appointment calendar, as needed.
 1. Makes appointments for the senior pastor, and effectively delegates scheduling of appointments that can be appropriately handled by another staff member.
 2. Enters meetings, conferences, society and community engagements, and church-wide activities onto the calendar at the senior pastor's request.
 3. Provides the senior pastor with updated daily, weekly, monthly and yearly calendars.
 4. Handles travel plans and preparation for preaching, speaking and ministry engagements.

3. Assists with meeting preparation.
 1. Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc., as requested by the senior pastor.
 2. Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner.
4. Maintains the senior pastor's files.
 1. Maintains various types of files and databases for the senior pastor and church.
 2. Works with publishers and others for any writing assignments.
 3. Tracks and reconciles expense account for the senior pastor.
5. Performs administrative duties for the senior pastor and church.
 1. Reviews and/or drafts the senior pastor's correspondence and answers mail and/or composes letters, as directed.
 2. Types ministry and church-related correspondence, reports, minutes, etc.
 3. Coordinates calendar management and coordination, requiring interaction with persons both internal and external to FBCV and the senior pastor.
 4. Reviews correspondence for procedural and grammatical accuracy, conformance with policy and factual correctness.
 5. Demonstrates effective writing and verbal communication skills.
 6. Demonstrates the ability to review correspondence for procedural and grammatical accuracy, conformance with policy/practices and factual correctness.
 7. Demonstrates strong decision-making skills and attention to detail.
 8. Ensures timely and accurate completion of programs, weekly bulletins and other materials supporting church activity.
6. Takes initiative for new and special projects, as requested by the senior pastor.
 1. Coordinates special projects for the senior pastor.

7. Miscellaneous

1. Represents the senior pastor in dealing with members of the congregation, churches, and the community at large, as required.
2. Serves as the church's principal administrative supply coordinator. Orders, maintains and distributes all administrative supplies. Ensures adequate supplies are on hand.
3. Consults with ministry leaders to identify/define leaders' needs and requirements relative to space needs in the church.
4. Occasional work on Saturdays/Sundays required.
5. May run errands for the senior pastor.
6. Arranges transportation and hotel accommodations for special guests of FBCV.

Education and Experience

1. College degree is preferred.
2. Must be experienced in handling a wide range of administrative, sometimes clerical, and executive support related tasks and able to work independently with little supervision.
3. 3-5 years of experience as a senior level administrative assistant desirable.
4. Please submit a cover letter along with your resume.

To: Deacon Thomas Twyman at thomas.twyman@msn.com

Job Type: Full time

5. Salary: Package is competitive and commensurate with experience.

Position will remain open until filled.

Required Knowledge, Skills and Abilities for position posting

Ability to prioritize and multi-task projects and assignments, using good time management skills in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Must have experience in drafting correspondence.

Must possess a working knowledge of standard office, equipment, including copiers, phone, calculators and fax machines.

Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Office applications, PowerPoint, Outlook, Access, Publisher, Excel, database systems and use of the Internet.

Must demonstrate a current working knowledge of social media websites and applications that enable users to create and share content or to participate in social networking including, but not limited to, Facebook, WhatsApp, WeChat, Instagram, Twitter, Skype, Pinterest, and LinkedIn.

Must possess efficient, caring and discerning telephone skills.

Must possess the desire to aid the senior pastor in fulfilling his responsibilities and lighten his load whenever possible.

Important skills/personal traits needed by the senior pastor's assistant:

- Maintains confidentiality and trust in all situations
- The gift of hospitality and tact
- Possesses a helpful, cheerful, diplomatic and caring servant attitude to all
- Punctual and dependable. Be well organized, flexible and adaptable, and enjoy the administrative challenges of supporting the Senior Pastor and church in the daily performance of duties and functions.

Timely and consistent availability and attendance in evenings for committee and church council meetings.

Excellent verbal and written communication skills, with high attention to detail and strong organizational skills.

High personal credibility, with a strong set of values consistent with church culture.