



Staff Role Description **Executive Assistant**

Ministry:	Executive Leadership Support
Reports To:	Executive Leader
Average Hours Per Week:	40
Job Type:	Exempt
Last Revision Date:	September 2020

Role Overview

The Executive Assistant will be responsible for supporting a member of The Chapel's Executive Leadership Team with all administrative aspects pertinent to their role in a manner that honors, embraces and embodies our culture, priorities and leadership and with the highest degree of confidentiality and integrity.

General Requirements

The Executive Assistant must ...

- Understand and embrace the theology of inaugurated eschatology and its implications for followers of Christ
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around him/her as he/she participates in God's mission in the world
- Demonstrate a passion and aptitude for making disciples of Jesus and prioritize his/her life and ministry accordingly
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those he/she encounters
- Embrace genuine Christian community as the primary vehicle of discipleship at The Chapel, prioritize participation in a missional community, and be capable of providing Missional Community (MC) leadership
- Live a life defined by a revolutionary commitment to, and personal sacrifice for, the cause of Jesus Christ in the Kingdom of God
- Become a visible example and model for our congregation
- Be authentic, joyful, winsome and inspiring
- Have exceptional formal and interpersonal communication skills
- Be an action-oriented leader with proven results
- Perform all responsibilities with the highest degree of confidentiality and integrity

Executive Assistant

Primary Responsibilities

- Provide support to a member of Executive Leadership by managing and organizing all aspects of their calendar
- On behalf of the Executive Leader, manage all correspondence by reading and reviewing all emails with the highest degree of confidentiality and integrity (both received and sent), assisting with keeping the inbox up-to-date and responding, via email or phone, when appropriate
- Coordinate all administrative aspects for meetings and gatherings including room/location reservations, agendas, sending invites, etc.
- Draft, edit and/or write staff communications
- Complete monthly expense reports and reimbursement requests for this position, the Executive Leader(s) and guests
- Review and approve expense reports for all staff that report to the Executive Leader(s)
- Review and approve PTO requests for staff that report to the Executive Leader(s)
- Make travel arrangements (flight, hotel, car rental, etc.) for the Executive Leader(s) and guests, as needed
- Manage special projects including ordering items, mailings, special occasions, etc.
- Assist with sermon preparations for the Executive Leader which may include, research, props, communication with other weekend ministry leaders, etc.
- Provide back-up support to other Executive Administrative Assistants as needed

This staff role description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.