



## Staff Role Description

# Executive Assistant

Ministry:	Executive Leadership Support
Reports To:	Executive Leader
Average Hours Per Week:	Part-Time, 28 hours per week
Role Type:	Non-Exempt
Last Revision Date:	May 2022

### Role Overview

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

### General Requirements

The Executive Assistant must embody the purpose, vision and values of The Chapel by being a visible example and model to all those within their scope of influence as outlined below.

Our **PURPOSE:** *To help people come alive to God*

Big Idea: Revival -- All of God, in all of us, for all of our world

Revival happens when we help our people ...

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION:** *To help ignite a spiritual revolution*

We want to see our purpose of helping people come alive to God happen on a grand scale by multiplying Kingdom Communities through ...

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES:** *We are a people completely giving ourselves to God and others, believing Him for really big things, never pretending to be anything we aren't – and finding ways to enjoy life and have a lot of fun along the way.*

- Be All-In: A fully committed people who come in third
- Have Expectant Faith: He is who he said he is and will do what he said he will do
- Be Authentic: Honest, forthright, plain-spoken and integrity-filled

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- Have Fun: Vibrant, winsome, joyful people

Additionally, the Executive Assistant must ...

- Be an example of the type of Christ follower that we want our people to become by holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- 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, though, and around themselves as they participate in God's mission in the world
- 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 encountered
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring – motivating others to sacrifice for God
- Be an effective communicator, both formally and informally, with warm and engaging interpersonal skills that are both relational and inspiring
- Have demonstrated abilities as an action-oriented leader, a self-starter, and a problem solver with excellent follow-up and organizational skills
- Have proven and successful experience in all areas under the Primary Responsibilities
- Be authentic, joyful, winsome, patient, and inspiring
- Perform all responsibilities with the highest degree of confidentiality and integrity

### Primary Responsibilities

The Executive Assistant must ...

Support:

- Work directly with the Executive Leader to support all aspects of their daily work routine.
- Maintain the Executive Leader's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements. Exercise judgement in committing time and evaluating needs.
- Ensure the Executive Leader is organizationally and strategically prepared for all meetings and gatherings that they are part of.
- Prepare and submit personal expense reports and check requests.
- Review and approve expense reports, check requests, and PTO requests for all staff that report to the Executive Leader(s).
- Manage all administrative tasks for the office of the Executive Leader including reporting, printing, ordering, and general office organization
- Provide administrative assistance to the ministries the Executive Leader is responsible for including event scheduling, facility needs, strategic planning, and staff leadership
- Provide on-call support to the Executive Leader via text or phone call, especially while traveling or off-site
- Assist with sermon preparation for the Executive Leader(s) which may include research, props, communication with other ministry leaders, etc.

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### Communicate:

- 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.
- Adopt the language, tone, organizational system, and filing process of the Executive Leader and the Executive Suite members.
- Serve as a liaison between the Executive Leader, other Chapel staff, volunteers, and the public. This includes receiving and screening phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages.

### Coordinate:

- Coordinate all administrative aspects for meetings and gatherings including room/location reservations, sending invites, preparing agendas, content planning, special guests, food, etc.
- Coordinate work with other Chapel staff as needed; play a key role in the coordination of staff efforts both within the Executive Leadership Team and with the broader staff team.
- Provide coordination, monitoring, and communication of projects and programs managed by the Executive Leader and Executive Team.
- Manage weekend teaching calendar, rotation, planning center, series planning retreats, and communication with the production tech team and live teacher

### Organize:

- Handle the filing and retrieval of records, documents, and reports.
- Keep the Executive Team member advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Transcribe source material, prepare documents, reports, tables, and charts; distribute as appropriate.
- Maintain paper and electronic filing systems.
- Navigate confidential and sensitive information with care.
- Manage and maintain a sermon library, including scanning and summarizing recent sermons, talks, weddings, and funerals
- Manage a campus pastor resource library including the procurement and borrowing process

### Technical Requirements...

- Office 365

### Technical Skills to be trained...

- |                   |              |
|-------------------|--------------|
| • Espace          | • Paycom     |
| • Evernote        | • Rock       |
| • Planning Center | • SAP Concur |

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