



THE CHAPEL

Staff Role Description

Executive Assistant

Ministry:	Senior Leadership
Reports To:	Senior Leadership
Average Hours Per Week:	Full-Time, 40+ hours per week
Role Type:	Exempt
Last Revision Date:	February 2023

Role Overview

The Executive Assistant will be responsible for supporting 1-2 members of senior leadership 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 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)

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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
- 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
- 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 an effective communicator, both formally and informally, with warm and engaging interpersonal skills that are both relational and inspiring
- Have demonstrated abilities as 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, and inspiring, humble, and authentic
- Perform all responsibilities with the highest degree of confidentiality and integrity
- Have a high degree of proficiency with Office 365
- Have the technical proficiency or ability to quickly learn the following: Evernote, SAP Concur, Planning Center, Rock, Espace and Paycom

Primary Responsibilities

This role's primary responsibility is to support 1-2 members of Senior Leadership in all aspects of their daily routine and responsibilities.

These responsibilities include but are not limited to:

- Maintaining and communicating senior leadership's calendar, including the management of their schedules, making of appointments, speaking engagements to preset priorities.
- Overseeing and administrating all travel arrangements including the booking of hotels, cars, and flights as well as the management of the travel agenda. In addition, provide on-call support while traveling.
- Ensuring senior leadership is prepared for all meetings and gatherings of which they are a part including technologically, administratively, and from a hospitality perspective. These duties may include reserving rooms, setting up technology, ordering food, preparing the room space, creating slides, handouts, and agendas, etc.

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- Preparing and submitting personal expense reports for senior leadership as well as reviewing and approving all expense reports, check requests and PTO requests for the staff that report to the senior leadership.
- Manage all administrative tasks that fall to senior leadership while maintaining a professional and presentable office space.
- Manage all communication in and out of senior leadership's office including, phone calls, emails, letters, and visitors. This includes drafting, editing and delegating communication.
- Assist senior leadership in their roles in weddings, funerals, baptisms, and messages including research, props and communication.
- Maintain all storage of physical and digital information in OneNote, Evernote, and physical files.
- Assist the senior leadership with minor technological needs as they arise.

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.