

THE CHURCH OF Eleven22

Position: Administrative Assistant

Reports to: Pastor of Culture and Creative Arts

Supervises: N/A

Classification: Non-Exempt, Part-Time (25 hours/week)

Location: Central – San Pablo

Objective

Provide administrative assistance and project support for the areas of responsibility of the pastor of culture and creative arts; freeing him up to focus on creative thought-partnership and consultation on decision-making and spiritual/cultural appropriateness across all ministry areas.

Key Responsibilities

- Provide comprehensive calendar scheduling and meeting management/support; ensuring meetings start and end on time and providing necessary materials in advance
 - May include; setting up rooms, developing agendas, creating handouts and presentations, taking notes in meetings and following up with individuals and/or tasks
- Assist in responding to, screening and managing communication (calls and e-mails) to the pastor of culture and creative arts
- Manage and schedule the pastor's study and preparation time, planning accordingly for commitments such as leading worship, *Directional Leadership Team*, *Ministry Leadership Team*, teaching, etc.
- Create and maintain effective organization systems to support project management
- Coordinate all travel arrangements
- Assist with budget preparation, track spending, submit credit card reports and complete timely reimbursements

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to adapt to change
- Ability to learn and utilize new computer software
- Excellent organization, planning, prioritization and problem-solving skills
- Ability to think strategically and offer solutions in addition to executing requests in a timely fashion
- Demonstrated judgment and discernment; self-starter; initiative
- Ability to perform several detailed tasks concurrently with ease, timeliness and professionalism
- Strong written and verbal communication skills
- Ability to interact effectively with individuals at all levels, inside and outside of the church, in a professional manner

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- Demonstrated ability to manage confidential and sensitive information with professionalism and discretion

Education & Experience

- Three years church-based ministry and/or administrative experience
- Works effectively and efficiently in Microsoft Office (Outlook, Word, PowerPoint, Excel)

Position Type/Expected Hours of Work

This is a part-time, non-exempt position. Days and hours of work are flexible.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.