



Position: Executive Administrative Assistant

Reports to: Executive Ministries Pastor

Supervises: N/A

Classification: Full-time hourly

Location: Central

Objective

This position is accountable for providing administrative support to the Executive Ministries Pastor so that he can best serve the organization at a strategic level in a prepared, focused and intentional way.

Key Responsibilities

- Provide comprehensive calendar/meeting management and support
- Coordinate meetings, ensuring they 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 Executive Ministries Pastor
- Manage and schedule the pastor's study and preparation time, planning accordingly for long and short-term preaching and teaching commitments
- Create and maintain effective organization systems to support project and team management
- Receive visitors and meeting requests and determine appropriate access to the pastor or connect with other Eleven22 staff
- Coordinate all travel arrangements.
- Help to coordinate and execute events and trips being led by the Executive Ministries Pastor
- Assist with budget preparation, tracking spending and completing 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

Education & Experience

- Three years church-based ministry and/or administrative experience
- Excellent organization, planning, prioritization and problem-solving skills
- Ability to think strategically and offer solutions in addition to executing requests in a timely fashion

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- Demonstrated judgment and discernment; self-starter; initiative
- Ability to perform several detailed tasks concurrently with ease, timelines 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
- Demonstrated ability to manage confidential and sensitive information with professionalism and discretion
- Works effectively and efficiently in Microsoft Office (Outlook, Word, PowerPoint, Excel)

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday thru Friday, 8:30am to 5:00pm

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.

Code of Conduct

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

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.