**Job Description Executive Administrative Assistant**

**Title:** Executive Administrative Assistant **Pay Status:** Full-Time **Reports To:** Executive Pastor

**Department:** Executive **FLSA:** Non-Exempt

**Job Summary:**

This full-time position will be responsible for providing administrative support to various supervisors and programs supported by Crosswater Community Church. Duties include fielding questions from both internal and external customers (staff, congregants, deacons, ministry teams and the community) via phone, email and in person encounters. This role also includes preparing and processing documents, resource materials and providing the strategic and administrative support necessary to enable others to efficiently and effectively carry out their assigned duties. The ideal candidate will have a strong project management skill set with the ability to work independently, manage a dynamic calendar/schedule, and effectively handle a variety of activities and confidential matters with discretion. Performs duties as established to meet the organizational mission, vision, and culture of Crosswater Community Church.

**Essential Duties and Responsibilities:**

(includes but not limited to)

* Provide administrative and strategic support for the Executive Pastor and Lead Pastor in their daily responsibilities and special projects that support the mission, vision and values of Crosswater.
* Manage the daily and weekly schedule of the Executive Pastor and Lead Pastor, ranging from 1-on-1’s, congregational and strategic partner meetings, staff and ministry team meetings, and other meetings, as appropriate. This includes scheduling and coordinating appointments/meetings for various teams, team members, and supervisors.
* In conjunction with the appropriate teams, effectively manage details and aspects of important events for the Lead Pastor (Baptism, Missions, Funerals, Weddings, Crisis Care, etc.)
* Manage all aspects of sermon notes and preparation for the Lead Pastor for Sundays. This includes website and CW app access to sermon notes, handouts, and video screen.
* Manage special projects and events, from planning to execution and evaluation. This includes overseeing all aspects of event management and production from content and programming, design, vendor management, logistics, invitations, promotions, and communications. Special projects and events include, but are not limited to the Staff Appreciation Events, and other special partnerships, events, and projects that take place at Crosswater Community Church.
* Manage regular communications with the Ministry Team Leads, Leadership Ministries, and other critical partners that help Crosswater operate. This includes providing support as required, coordinating with Ministry Team Chair(s), Executive Pastor and Lead Pastor to prepare for monthly and as-needed meetings, and maintaining documentation related to Ministry Teams as needed and in accordance with the bylaws of the church.
* Serve as a resource for information, documentation and referrals regarding the various offerings of the Church to both internal and external customers via phone, fax, email and in-person. This includes performing administrative support work including processing phone, email and written correspondence
* Prepare documentation and/or reports based on Church activities

**Preferred Qualifications:**

* Minimum of five (5) + years of progressive responsibility/experience as an assistant to an executive/senior level employee.
* Associate’s degree in business, event planning, communications or a related field.
* Proficiency with MacBook products and Microsoft Office applications, including Word, Excel PowerPoint, etc. Proficient typing and data entry skills.
* Ability to establish priorities and accomplish multiple tasks. Able to manage multiple competing priorities in a high paced environment and prioritize effectively.
* Excellent organization, detail oriented, multi-tasking, time management/planning skills.
* Ability to interface and relationally interact with all levels of executive leadership, ministry teams, and staff.
* Self-motived; The duties of this position are often driven by deadlines. Therefore, the ability to prioritize workflow, juggle multiple projects at once and change directions in mid-project is essential.
* Discernment in decision-making; ability to maintain confidentiality with sensitive information.
* Excellent verbal and written communication skills.
* Ability to handle details and resolve problems, following directions and executing tasks with little to no oversight.

**Supervisory Responsibilities**

None.