

## Executive Assistant to Executive Director

**Employee Name:**

**Department:** Operations

**Reports To:** Executive Director

**Exemption Status:** Non-Exempt

**FT/PT:** Part Time

**Position Category:** 02

**Approved By:** Gregg Bennett

**Approved Date:**

### SUMMARY

The Executive Assistant works under direct supervision of the Executive Director and will be responsible for performing a number of administrative duties. Must be reliable and task-oriented. The Executive Assistant must be highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced, and highly-relational ministry environment.

The Executive Assistant is responsible for the orderly and expeditious execution of the duties of the office of the Executive Director of Bel Air Church, including personal calendar activities and communications of the Executive Director. This role interacts with and engages a wide range of people, to effectively represent Bel Air Church and the Executive Director to individuals in and outside the church, maintaining a positive rapport with the community, Bel Air Church congregants, and ministry departments/staff.

Possesses excellent software skills including ability to create spread sheets for budgeting, ability to complete expense reports; ability to manage engagement with other directors and all other timetables emanating from the Executive Director's office.

Demonstrates high team morale, acquires leadership skills and applies those on a daily basis. Develops reputation as a reliable/dependable partner to management, colleagues inside/outside of department. Demonstrates the following essential skills: integrity; confidentiality; excellent communication, interpersonal, and etiquette skills; ability to follow through on tasks; ability to multi-task and respond to changing priorities; orientation to detail.

Must be willing to embrace the mission of Bel Air Church to become a community of people committed to *Follow Jesus Every Day and Everywhere with Everyone*.

#### NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a “problem bringer”
- Conceptually “gets” social media

#### MEASURABLES:

- Service orientation

- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### FIRST REQUIREMENT:

- ALIGNMENT with the mission of Bel Air Church:
- FOLLOW JESUS EVERY DAY AND EVERYWHERE WITH EVERYONE.

### Support Administrative Duties to the Executive Director:

- Devise and manage office system to ensure that the Executive Director engages in daily/monthly priority matters by maintaining the Executive Director's calendar; by making appointments for the Executive Director; by keeping the Executive Director on time; by ensuring the Executive Director is prepared with proper materials for his meetings.
- Will ensure timely follow up on all Executive Director's points of contact to include staff, church elders, congregation members, city officials and outside partners to Bel Air Church.
- Will screen phone callers, emailers and visitors; will redeploy to other professionals, if appropriate; will manage conflicting needs.
- Will meet and greet visitors to the Executive Director.
- Will produce documents, reports and or presentations required by the Executive Director.
- Will act as a liaison between the Executive Director and outside finance team to ensure timely delivery of reports and accounting requests.
- Will participate in prepping for selective Church events.

## POSITION REQUIREMENTS

**Qualifications:** Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Essential Skills Required:

- *Integrity*, honesty, reliability, discretion, full understanding of necessity for confidentiality in this role;
- Excellent *interpersonal* skills with high-functioning etiquette habits;
- Ability to *follow through* on all daily open items of the Executive Director;
- Ability to *multi-task* and work under the pressure of changing priorities;
- Exceptional *detail orientation*;
- Excellent written and oral *communication* skills;
- Excellent word processing skills including full knowledge of a range of software programs, advanced proficiency in Excel to create spread sheets for budgeting, ability to complete expense reports

**Education and/or Experience:** Bachelor's Degree or the equivalent in professional secretarial courses and/or training. Ten years of relevant experience as a Personal Assistant, with minimum of two years *additional* experience at an Executive Level Personal Assistant, having served organization leader.

**Language Skills:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to understanding and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

**Computer Skills:** Advanced proficiency in Microsoft Applications, with emphasis on Excel, Word, and Outlook.

**Work Schedule:** This is a part-time position. Days of work will typically be Monday through Thursday, but may vary seasonally to meet Church needs.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk, hear or see. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, bend, lift files, and operate standard office equipment.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_