

Executive Dept. Administrative Assistant

Full-time, exempt, 40 hours per week, accountable to Lead Pastor & Communications Director

OVERVIEW:

To provide executive administrative support to ENCOUNTER's Lead Pastor, Director of Communications / Women's Ministry, and ENCOUNTER Lead Team, including areas of Events and Hospitality.

RESPONSIBILITIES:

Executive Duties.

- **Admin duties:**

- Support Lead Pastor by writing letters, typing meeting notes, filing, proofing Excel spreadsheets, editing documents, answering the phone, sending out emails, ordering books and materials, etc.
- Support Lead Pastor in coordination of calendars, staff meetings & clear planning of upcoming details.
- Support duties also include:
 - Assist Lead Pastor with work calendar (keeping meetings, setting up meetings, reminders, Facility room requests, etc.)
 - Elder Board support: set up schedule, tasks, devotionals, etc.
 - Prepping admin support: prep-work for counseling meetings, premarital, classes, seminars, etc.
 - Troubleshooting assistance
 - Occasional off-regular-schedule support
 - View, advise, and/or sign for following items the Lead Pastor oversees:
 - Budget for their department
 - Lead Pastor's Supervised staff's: job descriptions, time off requests, HR employee matters

- **Meetings (as needed):**

- Lead Team meetings: take notes, type up notes to share with Lead Team. Attend Lead Team events and serve as a leader in the church. Follow ups as needed.
- Service Planning meetings: as needed as it relates to the Lead Pastor, communications, events or hospitality. Follow ups as needed.
- Event Planning: Attend meetings & take notes. Assist as needed regarding needs for event (set up, decor, food, service needs, facilities requests, promo, childcare, printing forms, etc.). Serve in a leader capacity before, during, and after event.

- **Church voting**: Oversee church-wide voting: Elections each January and June; Budget each June

- **Events & Hospitality:**

- Lead Team support Lead Team in the planning, execution and review of all church events that are in conjunction with Sunday services and other large-scale events.
- Hospitality recruit, empower and lead support the hospitality teams that provide ministry support to Sundays and events. The intent of hospitality is for all people at ENCOUNTER campus to be seen and cared for providing direction and hospitality leadership.

Communication Duties.

- **Recordkeeping**

- Keep Mailchimp audience up-to-date with addresses from New Here cards and requests to join weekly email.
- Compile online viewership stats

- **Data Entry**
 - Input communication requests to Standard Promo Plan excel.
 - Update weekly update email with upcoming events and message from teaching pastor.
- **Communication**
 - Follow-up with ministry leaders to obtain details needed for communication requests, relevant deadlines, or other pertinent information
 - Communicate with receptionist for ministry print needs
- **Other Duties**
 - Perform weekly review of website to find broken links, expired events, or other areas to troubleshoot
 - Proofread emails, materials, etc. as needed
 - Provide assistance in gathering information from ministry leaders for email updates to congregation

Women's Ministry Duties.

- **Coordinate**
 - Event Planning: Support the planning and execution of women's events, including coordinating logistics, communicating with volunteers and attendees, and ensuring all necessary preparations are made.
 - Facility requests for groups or events that do not have admin support (i.e. excluding MomCo & WOW)
 - Online registration (Church Teams/Planning Center) for groups or events that do not have admin support (i.e. excluding MomCo & WOW)
 - Communication with volunteer ministry leaders regarding deadlines or pertinent information
 - Follow-up with church members on questions or inquiries
 - Keep Mailchimp audiences up-to-date with email addresses ahead of and post events.
- **Materials:**
 - Order related/required materials for ministries or events. Maintain accurate stock of materials; return unnecessary items.
 - Pick up online or print orders
 - Process checks/cash for ministries

REQUIREMENTS.

- **Faith:** Strong personal faith and commitment to the mission and values of the church. Has a heart for ministry.
- **Team Player:** Ability to work collaboratively as part of a team, as well as independently with minimal supervision.
- **Flexibility:** Willingness to adapt to changing priorities and work schedules, including occasional evenings and weekends for special events or meetings.
- **Discretion:** Demonstrated ability to handle confidential information with integrity and discretion. Must maintain strict confidentiality concerning all sensitive activities of the executive department. This is especially important concerning all personnel matters.
- **Problem solver:** Takes initiative to solve problems and respond to needs
- Be or become a member of ENCOUNTER

Skills:

- **Administrative Experience:** Previous experience in an administrative role preferred.
- **Organizational Skills:** Excellent organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to interact effectively with individuals at all levels.
- **Technology Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications. Good ability to use Excel, Word, ChurchTeams, Planning Center, Mail Chimp, Right Now Media, etc. . Able to learn new computer programs as required.
- **Accuracy:** Must have all work proofed before distributed or mailed.

- **Promptness:** Timely follow-through on all duties.
- **People skills:** interpersonal, phone with volunteers, leaders, staff and newcomers. Has a heart of gratitude for volunteers. Cooperative and pleasant working relationship with others.
- **Work-Ethic:** Balanced between people and tasks

Compensation.

Annually: \$68,640 - \$69,000

Exempt position