Position: Executive Assistant to the Senior Pastor Job Summary

**General Overview**

The Executive Assistant to the Senior Pastor serves as the executive, confidential, and trusted assistant to the Senior Pastor. This position provides high-level support to the Senior Pastor in a wide range of activities in the performance of his administrative and ministerial responsibilities, while interacting with staff, church members, and the community. The Executive Assistant must embrace the church’s doctrinal position and mission without reservation and be an advocate for the Senior Pastor, ministerial staff, and Cartersville FBC in public and in private.

**Essential Functions**

1. Staff and manage the office of the Senior Pastor.
2. Receive, direct, and return telephone calls and emails to the Senior Pastor’s Office.
3. Process all incoming mail, books, and literature to the Senior Pastor’s Office.
4. Maintain Senior Pastor’s Schedule and Calendar.
5. Assist in research and maintain Senior Pastor’s Files.
6. Perform administrative duties for Senior Pastor and the church.
7. Assist the Senior Pastor with pastoral ministry.
8. Assist with incoming calls and visitors to the church.

**Qualifications:**

1. Spiritual Qualities and Personal Characteristics:
   1. Born-again believer in Jesus Christ
   2. Faithful member in good standing with a local Bible-believing church
   3. Daily, vibrant walk with Jesus Christ through His Word and prayer
   4. Maintain confidentiality and trust in all situations
   5. The gift of hospitality
   6. Possess a helpful, cheerful, diplomatic, and caring servant attitude to all
   7. Punctual, dependable, well-organized, flexible, and adaptable
   8. Function well under pressure and fast-paced environment
   9. Ability to demonstrate discretion, integrity, and fair-mindedness
2. Education and Motivation:
   1. High School Diploma
   2. College education preferred
3. Administrative Skills and Experience:
   1. Desirable to have 3-5 years of experience as a senior level administrative assistant.
   2. Experienced in handling a wide range of administrative, sometimes clerical, and executive support related tasks and able to work independently with little supervision
   3. Must have strong written and verbal communication skills, strong decision-making ability and attention to detail are equally important, with the ability to review correspondence for procedural and grammatical accuracy, conformance with policy/practices and factual correctness
   4. Must possess strong time-management skills
   5. Must possess efficient, caring, and discerning telephone and email skills
   6. Familiar and proficient with basic software applications

**Full Job Description will be provided at interview.**