

**Executive Assistant to the Pastors
Wayne Presbyterian Church
Position Description June 2023**

Summary:

The Executive Assistant to the Pastors will be positive, proactive, high-energy and enjoy working in a fast-paced collaborative environment. The ideal individual must have the ability to maintain confidentiality, exercise sound judgment, and handle sensitive communication. They will have the ability to maintain a realistic balance among multiple, changing priorities and proactively adjust as needed. They will have the ability to work independently on projects from conception to completion as well as to take a lead on activities that require the joint support of the organization's administrative team. The Executive Assistant will be self-directed, flexible, and adaptable; think critically and solve or propose solutions to problems; complete specific tasks within budget; and support congregational satisfaction. They will work closely with the church's other administrative staff to facilitate the church's smooth and efficient functioning. They are responsible for enabling the pastoral staff to be highly effective and focused by ensuring schedules are well planned and coordinated, allowing for the right mix of priority meetings; time with staff, leaders, and parishioners; and time to reflect, pray, and prepare for sermons, Bible studies, and other teaching and preaching responsibilities. They will evaluate and implement changes as needed to organizational systems and provide accurate and accessible record-keeping system for the pastoral staff.

Duties:

- Completes a broad variety of administrative tasks, including managing extremely active calendars, preparing correspondence, and organizing prep and meeting materials.
- Perform supporting administrative tasks for the pastor responsible for Youth Ministry, Children's Ministry, Adult Education, Community Fellowship, Congregational Life, Deacons, Music and Faith in Action
- Ensures that the pastoral staff are well informed, communicating with one another, and coordinating their ministries.
- Plans and coordinates the pastoral staff schedules, acting as a "gatekeeper" and "gateway" to ensure pastoral staff time is well spent and that those who need access can get it in a reasonable amount of time.
- Serves as the primary point of contact for internal and external constituencies, coordinating outreach and external relations efforts (Including Weddings and Memorial Services).
- Researches, prioritizes, and follows up on incoming requests, issues and concerns addressed to the pastoral staff.

- Ensures prompt response to meeting requests and phone inquiries.
- Builds relationships crucial to the success of the organization.
- Successfully completes critical deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the pastoral staff's ability to effectively lead the ministries of the church.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Manage Memorial Garden Plot availability and usage.
- Assist Digital Marketing & Technology Coordinator with MS 365 Support and Training for Staff and Committee Lay Leaders
- Work with Pastors and Music Director to maintain Worship Grid
- Collaborate with Events and Publications Coordinator and Director of Operations to coordinate smooth transitions between events and work out building usage kinks. (set-ups etc)
- Own and Manage Linked Alarm Main Entrance Door Locking System and Badge Holder Cards.
- Collaborate with the Digital Marketing & Technology Coordinator and Events & Publications Coordinator to assist the Communications Committee Leader with communicating the WPC Annual Report and Annual Stewardship Drive
- Collaborate with the Digital Marketing & Technology Coordinator and Events & Publications Coordinator, for the coordination of marketing and communications materials for church programs
- Collaborate with the Digital Marketing & Technology Coordinator and Events & Publications Coordinator to standardize and coordinate copy/content submitted for distribution
- Provide administrative support to the Session and Personnel Committee
- Perform other tasks as necessary to function as a contributing member of the administrative team

Characteristics/Qualifications:

A person with at least five years' experience in office administration, preferably in a nonprofit or religious organization or with strong customer-service orientation. Experience in the direct support of a senior level individual in a complex organization is preferred Excellent communications skills. Detail-oriented and able to prioritize, coordinate, and track multiple projects. The ability to work independently and as part of a larger team. Strong professionalism in demeanor, communication style and appearance. Ability to handle high-stress situations with calm competence. Strong work ethic and ability to work outside of normal business hours as needed to support the pastoral staff. A person who supports the mission of the church and is comfortable working within a faith-based organization.

Required technical experience includes skilled proficiency in Microsoft365 (Office, Outlook, Excel, PowerPoint, SharePoint, Teams), Zoom, Shelby Systems Database, Constant Contact, and Canva or equivalents.

Supervisor: Head of Staff- Liz Wagner, Associate Pastor- Katy Shevel, Director of Business Operations and Finance- John Pitocchelli

Hours:

Program Year: Onsite hours Monday-Thursday 8:30am to 4:30pm , with opportunity for remote work on Fridays. Summer: Flexible onsite hours Monday-Thursday

Salary:

Competitive and commensurate with experience for this full-time, onsite position.
Education and Experience: Bachelor's Degree or equivalent experience, with 2-4 years of professional communications employment