

**Title**: Executive Assistant

**Purpose**: The Executive Assistant acts as a partner in carrying out the mission of Timberlake Church. This position provides administrative support and service to the Lead Pastor through mediums including: correspondence, presentations, meetings and activities. The position calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as members of the congregation, volunteers and board members. Must be able to maintain a high level of confidentiality as this position may be exposed to some sensitive material.

**Reports to**: Lead Pastor

**Requirements:**

* This person must love God and have a personal relationship with Jesus Christ
* Have a heart to see people come to know Christ
* Experience in project management, communications, or social media strongly preferred
* Exceptional written and oral communication skills
* Self-motivated and the ability to take initiative without being asked
* Possesses a helpful, cheerful, diplomatic and caring attitude to all even when stressed
* The ability to effectively manage multiple projects at the same time
* Demonstrates a working knowledge of all Microsoft Office Programs
* High degree of professionalism
* This person must have read and assent to “Deep and Wide” by Andy Stanley

**Responsibilities:**

* Alleviates Lead Pastor of administrative details
* Update and follow up on delegated tasks to ensure progress to deadlines
* Maintains Lead Pastors’ calendar
* Has an awareness of campus calendar and determines which events Lead Pastor should have on his calendar
* Prepare meeting agendas as needed
* Types letters/announcements per approval by the Lead Pastor
* Registration/payments for various seminars and conferences
* Prepares travel arrangements for Lead Pastor
* Works with internal and external parties as needed to organize various components to run major projects
* Screens incoming calls and emails for the Lead Pastor
* Works evenings and weekends as necessary to complete assignments
* Performs other duties as assigned

**General Expectations:**

* Attend weekend services at Timberlake Church
* Tithe at Timberlake Church

**Compensation:**

* Medical, dental, life and disability insurance for employee
* Personal Time Off accrual in accordance with employee handbook
* A salary adjustment will be considered annually based upon job performance
* Gold’s Gym Membership

**Hours / Work Schedule:** To vary between 40-45 hours per week

**Terms of Employment:**

* As a staff person at Timberlake Church, The Executive Assistant agrees to abide by all the provisions of the Employee Handbook.
* Timberlake church reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.
* The Executive Assistant position is classified by Timberlake Church as a salary full-time paid position and is exempt from the overtime provisions, as stated in Employee Handbook.
* The position of Executive Assistant reports directly to the Senior Pastor of Timberlake Church.