

THE FATHER'S HOUSE

POSITION | Executive Assistant Senior Pastors

Overview:

This person is a high capacity, administratively & organizationally adept, resourceful, with communication proficiency, self-motivated with a servant's heart. This will be someone who thrives in a fast paced world of realizing God's full picture for the Father's House by supporting the Senior Pastors.

Profile Requirements:

- Ability to function as a team member.
- Strong organizational skills.
- Ability to organize projects from start to finish.
- Excellent people and telephone skills.
- Excellent verbal and written communication skills.
- Strong computer skills.
- Strong problem solving skills.
- On occasion this position may require responsibility outside of normal working hours.
- A life that reflects spiritual and emotional health and well-being.

Responsibilities:

- Handle multiple projects simultaneously in a flexible, yet structured fashion while balancing and prioritizing the differing associated timelines and urgencies.
- Manage multiple calendars – ministry and personal. Ensure pastors are informed of their daily schedule.
- Ensure Senior Pastor is equipped for weekend services: includes ensuring clear stage communication, managing appointments during and outside service times, being available to meet needs as they arise.
- Assist with travel and hosting arrangements for guest speakers and help plan church wide conferences, work with suppliers and other organizations to execute such functions.
- Collaborate with the Care Ministry to ensure Senior Pastors are kept abreast of board, staff and congregational care needs and ensure timely acknowledgment on behalf of senior pastors. Examples include: births, deaths, hospitalizations, long term/serious illness, etc.
- Manage Senior Pastors daily administrative tasks helping to ensure healthy rhythms and timelines.
- Track and reconcile Senior Pastors' ministry expenses.
- Screen all phone calls and requested congregational and other appointments and discuss appropriate response with Senior Pastors.
- Manage, prepare and organize Senior Pastor's physical space; ensure offices are stocked appropriately, cleaned, and well prepared for each day.
- Perform any other duties assigned as needed.