

## Christ Journey Job Description

Job Title: Executive Assistant, Senior Pastor

Position Role: Provides administrative support for the Senior Pastor of Ministries towards the accomplishment of the Christ Journey Ministry Strategy.

Level: 3b

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Supervised by: Senior Pastor of Ministries

Supervises: Prayer Team Coordinator, Wedding Coordinator

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Spiritual Gifts: Administration, Hospitality

Spiritual Attributes: Christ centered living by fully participating in local church life and in personal spiritual practices  
Ability to maintain utmost confidentiality in all work matters  
Christ-centered perspective in all work related activities  
Fulfilled by performing tasks in the church for God's glory  
Love for people and strong desire for Christ driven activities  
Demonstrates a high level of integrity and professionalism

### Core Competencies:

- Vision Carrier and Standard Bearer for Christ and Christ Journey Church mission, vision and values, embodying a tireless passion for helping people find and follow Christ
- Excellent written and verbal communication skills, editing competency, proficiency with the Microsoft Office Suite and digital social networking
- Gift of Hospitality and strong interpersonal skills with a warm, inviting, positive attitude
- Expert in multi-tasking, organizing, and prioritizing a must.
- Proactive and anticipatory.
- Strong problem solving with ability to get things done.
- Detail oriented with ability to work independently and prioritize workload.

- High Competency in maintaining confidential and sensitive information.
- Prepare and review materials and correspondence for meetings; ensures Executive is prepared.
- Energetic, responsive, team player with the interest to take initiative and work in a fast-paced environment.
- Professional presence and ability to engage with internal and external groups.
- Proven ability to work well with others; must be a good team player.
- Budgeting

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#### Intended Outcomes:

1. Represent the Pastor to others in an authentic, loving, competent and Christ-centered way in personal interactions, phone conversations and written communication
2. Manages Senior Pastor ministry projects, calendar, priorities, tasks, travel, hospitality, files, meeting support, technology needs and administrative support
3. Fields and follows up on all responsibilities of the Senior Pastor as directed
4. Acts on behalf of the Senior Pastor as necessary

#### Tasks and Responsibilities:

- Organize the Senior Pastor's world including calendar, priorities, tasks, travel, files, hospitality, library, technology needs, meeting and administrative support, including community service opportunities with Baptist Health and others
- Manages Senior Pastor's Executive Budget
- Manages church wide prayer requests
- Schedules communion across campuses
- Manage all mail and email correspondence and prepare representative communication responses for Senior Pastor
- Coordinates preparation for Council on Ministries meetings and Long Range Planning Committee meeting regarding calendar schedule, agendas, taking meeting notes and distributing action steps. Works with Deacons as needed.
- Oversee projects, ministries and special events as directed by Senior Pastor, ie. the Global Leadership Summit, Freedom Ministry
- Membership Reports, Track all membership for Business Report, Transfer membership letters

- Be actively involved in the life, ministry and mission of Christ Journey Church
  - Conducts research that impacts ministry strategy.
  - Other duties related to the above as needed, required or directed
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Education required:

- AA/ BA in Business Administration or other related field preferred. A combination of education and experience will be considered.
- Bilingual in English and Spanish is a must.

Experience required:

A minimum of 3-5 years in an Administrative Assistant role or related field.

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Computer Literacy: Computer Literacy: Word, Excel, Keynote, Twitter, Facebook, smartphone

Hours: Sunday – Thursday

Membership at Christ Journey Church is required upon employment.

Note: All Ministry Service positions must be screened to demonstrate abilities.