



EXECUTIVE ASSISTANT ROLE DESCRIPTION

The Executive Assistant provides support to the Executive Pastor (XP) and ensures the Executive Pastor functions as effectively and efficiently as possible by managing the Executive Pastor's calendar according to priority; by scheduling, planning and executing projects, reports, and events with excellence; and by managing all administrative projects and responsibilities to completion in a timely, thorough manner.

RESPONSIBILITIES

Complete Projects and Reports with Excellence

- Develop and execute project plans
- Prepare documents, reports, etc. in support of projects and meetings by collecting and analyzing information
- Edit and layout documents with excellence
- Deliver high-quality deliverables (projects, reports, and documents) on or ahead of time

Provide Calendaring and Administrative Support to the Executive Pastor

- Ensure XP's calendar is updated, accurate, and slotted with the appropriate time needed to meet priorities
- Submit credit card reconciliations and expense reimbursement requests with receipts on or before due date
- Ensure all budgets within Executive Pastor's oversight stay below trend for year with timely, accurate reporting
- Complete all administrative projects and tasks with excellence

Schedule and Coordinate Meetings

- Send communication and make arrangements for meetings (food, supplies, etc.)
- Reserve space and coordinate logistics in EMS (event management system)

Maintain Detailed Organizational Systems and Library

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner (on behalf of the Executive Pastor)
- Respond to all communication with professionalism, sensitivity, and discretion

Provide Personal Support to the Executive Pastor

- Maintain inventory of office and personal supplies
- Perform errands as needed

Warmly Welcome and Serve Staff and Guests

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership
- Accept and uphold CHCC's Essentials of Our Faith

POSITION TYPE: Full-Time, Exempt

SUPERVISOR: Executive Pastor