

# Role Description

## Senior Executive Assistant



CHERRY HILLS  
COMMUNITY CHURCH

### SENIOR EXECUTIVE ASSISTANT

The Senior Executive Assistant positions the Senior Pastor for greater ministry impact and sustainability by: managing all administrative projects and responsibilities to completion in a timely, thorough manner; scheduling, planning and executing well-organized and compelling meetings and events (including meals). Ensure a clean, hospitable, organized, and well-supplied ministry environment; ensure the Senior Pastor's email/calendar works effectively; conducting thorough, timely, relevant research assistance; and proofreading, formatting and generating documents for ministry meetings.

### RESPONSIBILITIES

#### Schedule Sr. Pastor Calendar According to Priority and to Maximize His Efficiency

#### Manage Projects and Reports to Completion in a Thorough, Excellent, and Timely Manner

- Produce professional, data-driven documents and reports
- Collaborate effectively and efficiently with other departments to complete projects

#### Provide Operations and Logistic Support for Meetings and Special Events

- Understand the goal and requirements of the event/meeting and execute logistics toward those ends
- Be onsite at meeting/event times to support the events (daytime as well as evening or weekend)

#### Conduct Basic Research Assistance

#### Reconcile Expenses, Oversee the Department Budget, and Provide General Support to the Senior Pastor

- Ensure all budgets within supervisor's oversight stay below trend for year with timely and accurate reporting
- Submit expense reimbursement requests with receipts
- Run errands as needed

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

- Manage email, voicemail and communication requests in a timely, thorough manner
- Respond to all communication with professionalism, sensitivity, discretion, and trust-building service

#### Warmly Welcome and Serve Staff and Guests

#### Ensure Clean, Hospitable, and Welcoming Ministry Environments

#### 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 all work habits and relationships
- Embody other-centered, servant-leadership in all interactions

#### Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership
- Accept and uphold CHCC's Essentials of Our Faith

### REQUIREMENTS

- Previous ministry experience
- Advanced MS Word and intermediate Excel skills
- Developed web and media skills to support research needs

**POSITION TYPE:** Full-time