

Role Description

Executive Assistant



CHERRY HILLS
COMMUNITY CHURCH

EXECUTIVE ASSISTANT ROLE DESCRIPTION

The Executive Assistant positions the Adult Ministries Director (AMD) 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); ensuring clean, hospitable, organized, and well-supplied ministry environments; ensuring the Adult Ministries Director's calendar is organized and managed effectively; conducting thorough, timely, relevant research assistance; and proofreading, formatting and generating documents for ministry meetings.

RESPONSIBILITIES

Ensure the Adult Ministries Director's Calendar Is Managed with Excellence and By Priority

- Ensure his/her calendar is updated, accurate and slotted with the appropriate time needed to perform the most critical tasks

Provide Operations and Logistic Support for Meetings and Special Events

- Plan and reserve space (in EMS or at offsite venues)
- Plan and execute all logistics for event support (A/V, supplies, food, etc.) at or below event budget

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

- Produce professional, data-driven documents, presentations, reports, etc. in support of projects or meetings

Reconcile Expenses, Oversee Budget and Provide General Support to the Adult Ministry Director

Provide Support in Travel Planning and Preparation

- Make flight, hotel, vehicle arrangements as well as transport arrangements to/from airport
- Provide a printed and soft itinerary, including meetings, detailed location, key contact info

Anticipate and Provide Personal Support to the Adult Ministries Director

Organize and Ensure a Clean, Hospitable, Welcoming, Well-Stocked and Well-Maintained Office

- Tidy office on daily basis

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

Warmly Welcome and Serve Staff and Guests

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Model a Growing and Vibrant Relationship with Christ

Demonstrate Commitment to Cherry Hills Community Church

- Accept and uphold CHCC's Essentials of Our Faith

POSITION TYPE: Part-Time, Non-Exempt

HOURS: 20