



EXECUTIVE ASSISTANT ROLE DESCRIPTION

The Executive Assistant ensures the Creative and Technical Arts Pastor functions as effectively and efficiently as possible and manages all administrative projects and responsibilities to completion in timely, thorough manner.

RESPONSIBILITIES

Complete All Administrative Projects with Excellence and Efficiency

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 Worship and Creative Arts Pastor)
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, sensitivity, discretion, and a service-orientation

Warmly Welcome and Serve Staff and Guests

Schedule and Coordinate Meetings

- Reserve space and coordinate logistics in eSpace
- Send communication and make necessary arrangements for meetings (prepare/distribute agendas, arrange for food, supplies, etc.)

Schedule and Coordinate External Events

- Field and vet outside event requests
- Reserve space and coordinate logistics in eSpace
- Send communication and make necessary arrangements for events
- Serve as Event Coordinator

Provide Administrative Assistance

- Ensure Worship and Creative Arts Pastors' calendars are updated, accurate, and slotted with the appropriate time needed to perform the most critical tasks
- Support the employee expense reporting process for the Worship Pastor and the Technical & Creative Arts Pastor
- Ensure department budgets stay below trend for year with timely and accurate reporting
- Perform departmental errands as needed

Serve as a liaison between the church and Guest Speakers and Guest Worship Leaders

- Research, schedule and arrange necessary logistical details for Guest Speaker and Guest Worship Leader participation
- Manage and negotiate contracts for Guest Speakers and Guest Worship Leaders

Assist and Lead in the Planning and Execution of Department Special Events as Requested

- Meet with the ministry team to understand the goal and requirements of the event
- Participate in communication planning, physical set-up, volunteer coordination, take-down, and other responsibilities associated with the event

Assist with Music and Arts Research

Lyrics and Copyright Administration

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Worship & Creative Arts Pastor
- Attend department and All-Staff meetings

REQUIREMENTS

- Proficiency with Microsoft Office Suite
- Experience with Planning Center Online preferred
- BA or 2+ years of equivalent experience
- Experience with contract administration

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You 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
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold CHCC' [Statement of Our Faith](#)

SUPERVISORS: Worship Pastor and Creative and Technical Arts Pastor

POSITION TYPE: Part Time, Non-Exempt

Executive Assistant

MINISTRY:
Creative Arts

HOURS PER WEEK: 28

SALARY RANGE: \$18 - \$27 / Hour

BENEFITS: Paid Vacation & Sick Leave