

EXECUTIVE ASSISTANT

SOJOURN MIDTOWN

Mission Connection

The Executive Assistant to the Midtown Lead Pastor supports the mission of Sojourn Church Midtown by freeing the Lead Pastor of administrative functions and enabling him to focus on leading the mission of the church forward. This is accomplished primarily through handling administrative duties, clerical tasks and prioritizing correspondence on behalf of the Lead Pastor.

Responsibilities

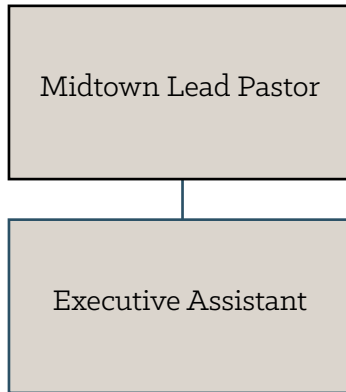
- The Lead Pastor has support for administrative needs (email, calendar, weekly tasks, etc.).
- Create a weekly to-do list for miscellaneous responsibilities that the Lead Pastor needs to execute.
- Assist in managing the Lead Pastor's email ensuring that all emails are answered in a timely fashion.
- Maintain the Lead Pastor's calendar by setting up appointments in his iCal.
- Maintain comprehensive and accurate corporate records, documents and monthly reports.
- Accurately recording minutes for meetings and writing them up subsequently.
- Ensure the Lead Pastor is adequately prepared for each meeting and event that he is participating in.
- Coordinate travel arrangements, hotel accommodations and create trip itineraries.
- Execute Expense reporting and budget tracking.
- Make copies and conduct guided research.
- Act as the point of contact between internal and external colleagues for the Lead Pastor.
- Send emails to staff and/or elders updating on upcoming events pertinent to their role.
- May assist in implementation and follow-up of projects and church-wide events.
- Create and upload sermon slides for Sunday mornings.
- Maintain inventory supplies for the Lead Pastor.
- Help the Lead Pastor maintain a hospitable environment and assist in maintaining cleanliness on the 4th floor.

Character and Competencies

- Fulfills the character and qualifications of a staff member as outlined in the Sojourn Bylaws and Staff Handbook.
- High capacity—able to hand a large diversity of projects in an ever-changing organization.
- Ability to organize a daily workload by priorities.
- Strong editorial skills.
- Willingness to serve in humble ways with a knowledge of how everything we do serves the Lord.
- Strong organization skills personally and ability to organize and prioritize other people's actions and plans.
- Excellent written and oral communication skills.
- Ability to handle sensitive issues, maintaining confidentiality as needed.
- Ability to act as gatekeeper and communicate relevant information to the Lead Pastor as needed.

- Experience in Microsoft Office suite and Google docs along with a technological intuition and adaptability to new programs.

Reporting and Supervising Roles



Expectations

- Adhere to Sojourn Staff Covenant
- 40 hours per week at the Sojourn Meridian Building (1303 South Shelby Street)
- Support the mission and goals of Sojourn and champion the ministry philosophy
- Commitment to collaborate with staff members and promote unity across all Sojourn churches and departments

Classifications

- Category: Full-time
- Staff Level: Support Staff
- Pay: Salary