Job Title: Executive Administrative Assistant
Department: Administration
Work Status: Part-time
Reports to: Lead Pastor

Position Summary
Provide executive level assistance, office management, and administrative support to the Lead Pastor and a key point of contact for members and others seeking help and connection with the Pastor, Ministers, Directors & Staff.

Duties and Responsibilities
The essential functions include, but are not limited to the following:

- Manage and coordinate Lead Pastor’s office
- Schedule appointments and manage communication with the Lead Pastor’s Office
- Organize and maintain master church calendar of events and building usage (Elexio)
- Maintain database of visitors and members and provide access to member directory (Elexio)
- Organize and maintain ministry serving schedules (Planning Center)
- Manage and maintain Lead Pastor’s schedule
- Handle travel and/or accommodation arrangements
- Perform basic office management, including communication and follow-up with internal and external constituencies
- Purchase supplies for Lead Pastor, office, maintenance, and other ministries
- Plan staff training and other meetings
- Conduct research in preparation for meetings
- Record and maintain records of meetings
- Serve as Project Manager and Oversee special projects
- Coordinate scheduling and provide administrative support for weddings, baptisms, funerals and special services
- Maintain church record book
- Compile data and prepare papers for distribution and presentations by Lead Pastor
- Work with design staff to provide promotional materials for events
- Assign and keep record of keys and building access
- Coordinate human resources tasks related to hiring and contracts
- Maintain and review policies and procedures of the church
- Other duties as assigned

Qualifications
- Minimum of 2 years experience as an Administrative Assistant
- Bachelor's degree preferred
• Good communication skills and a willingness to work with others in ministry
• Proficiency in Microsoft Office (Word, Excel), Google Suite (Gmail, Google Drive)
• Ability to serve with integrity, honesty, and knowledge that promotes Living Rock Church’s culture, values, and mission
• Ability to physically perform the responsibilities and duties of the position, with or without reasonable accommodation

**Salary & Benefits**
Hourly pay commensurate with experience.
Paid time off