



# RICHLAND CREEK COMMUNITY CHURCH

## Job Description

**Position:** Executive Administrative Assistant

**Status:** Full-Time

**Reports to:** Executive Pastors

**Salary Range:** Depends on experience + full benefits

### Position Summary:

The Executive Administrative Assistant provides administrative support to executive level Pastors relieving them to function at a high level of involvement in ministry and operations. This position will provide administrative support in the areas of composing and/or typing meeting agendas/actions/notes; managing/screening incoming phone calls; managing emails and calendars; making travel arrangements; reconciling monthly credit card statements; submitting bi-monthly timesheets.

### Ministry Responsibilities:

- Prepare and arrange meetings with personnel inside and outside the church.
- Schedule and coordinate Executive and Large Staff Meetings (to include catering.)
- Assist in planning and implementing special promotions/events driven by the executive pastors.
- Stay abreast of church activities and information posted on our website to answer questions from staff, callers, and others.
- Cross-train to provide backup for Office Manager and other administrative positions.
- Contribute to entire team effort with a positive attitude and a great work ethic.
- Be proficient in office procedures and methods to ensure efficient workflow.

### Qualifications:

- 3+ years of direct administrative support for senior level managers
- Intermediate to expert level experience with MS Word and Outlook
- Intermediate level experience with MS Excel (formulas) and PowerPoint
- Excellent written, verbal, and interpersonal communication skills
- Professional, self-motivated, adaptable, flexible, and organized
- Commitment to spiritual and personal integrity along with a strong devotional and prayer life
- Professional experience maintaining the confidentiality of sensitive and/or proprietary information supporting senior level managers.
- Proficiency in office procedures and methods to ensure efficient workflow
- Able to multi-task and work independently
- Works as a team member in a collaborative environment

### Requirements:

- Willing and able to submit to a criminal and credit background check.
- Able to work on-site, Mon-Thu, 8:30am-5:15pm and Friday, 8:30-1:30pm
- Qualified candidates must support the mission, vision, values, and doctrinal beliefs of the church and consistently behave in a manner congruent with those beliefs. We are a part of the Southern Baptist Convention so employees must be in agreement with the 2000 Baptist Faith and Message (<http://www.sbc.net/bfm2000/bfm2000.asp>)

- You may submit a professional version of your resume to [resumes@richlandcreek.com](mailto:resumes@richlandcreek.com) for immediate consideration.