



Position Description

Executive Administrative Assistant

FBC MISSION STATEMENT

Friendship Baptist Church is a church where Christ is magnified through individually and collectively presenting ourselves to Christ as a living and holy offering. We are Bible-based, Christ-centered, accountable, and saved to serve.

VISION STATEMENT

Discipleship | Evangelism | Service

That Friendship will be a Discipling, Evangelizing, and Serving Fellowship of Believers.

Job Classification:	Executive Administrative Assistant
FLSA Status:	FT/Non Exempt
Reports To:	Senior Pastor and Executive Pastor of Ministry Advancement
Church Size:	2000-2800
Department:	Administration
Hours/Schedule:	40 hours per week; Flexible schedule based on pastoral needs and church activities that may include evening and weekends

GENERAL SUMMARY

The role of the Executive Administrative Assistant is to demonstrate comprehensive professional skills and high-level administrative support to both the Senior Pastor and Executive Pastor of Ministry Advancement. The Executive Administrative Assistant is the primary contact for the leadership team. High standards towards confidentiality and optimum discretion when dealing with all church matters are required. When interfacing with the staff, congregation, church visitors, and vendors, one must exhibit a professional relationship.

I. DUTIES/RESPONSIBILITIES:

- A. Administrative Functions-** The Executive Administrative Assistant serves as the primary contact for the Senior Pastor on matters requiring pastoral care and the organizational needs of the Executive Pastor of Ministry Advancement. This work would include:
- Managing the calendar, prioritizing appointments, projects, correspondence, and tasks as needed to protect the study and sermon preparation time of the Senior Pastor.
 - Serves as primary contact for scheduling appointments, meetings, and other commitments of the Executive Pastor of Ministry Advancement
 - Manages all forms of correspondence, incoming telephone calls, voicemails, email, and postal mail as needed to ensure a smooth flow of communication, including timely follow-up to and from the Senior Pastor and Executive Pastor of Ministry Advancement.
 - Reviews and draft correspondence; answers mail and composes letters, as directed, including incoming mail correspondence, distributed according to its importance and relevance.
 - Initiates edits and distributes church-wide email communication for the staff and the congregation.

B. Scheduling of Staff Meetings-

- Coordinates and manages all logistics for staff-led events, retreats, staff, and other meetings and activities.
- Secure accommodations for in-house and off-site meetings; oversee meeting arrangements; send preliminary invitations to attendees and necessary reminder communication if needed.
- Partnering with the Senior Logistics Administrative Assistant, assisting in the preparation of meetings with the production of documents, handouts, reports, meals, reminders, etc., as requested or directed by the Senior Pastor or Executive Pastor of Ministry Advancement

C. Maintenance of Senior Pastor's Files and Speaking Engagements-

- Create and maintain a secured electronic and hard copy document filing system to protect confidential church information
- Organize and purge both computer and hard copy files, as needed
- Makes travel arrangements and coordinates logistics for speaking engagements
- Prepares copies of presentation materials as needed

D. Research Data Management-

- Manage data entry and research to support sermon development and authorship of articles, books, and other publications.
- Edit articles, manuscripts, letters, documents, and other written materials as directed by the Senior Pastor or Executive Pastor of Ministry Advancement

E. Public Relations-

Demonstrate the ability to create a warm, hospitable atmosphere for church members, visitors, and vendors by doing the following

- Build and maintain strong relationships with all church ministry areas and external partnerships.
Maintain professionalism and complete confidentiality at all times when handling church matters.
- Greet and direct church members, visitors, and vendors to appropriate departments or ministry leaders to ensure the needs of individuals are met.
- Serves as a resource for other ministry areas when needed
- Maintains the status of a "member in good standing" at Friendship Baptist Church as outlined in the Church Bylaws

F. General Administrative Duties and Tasks

- Completes essential clerical functions timely and efficiently to maintain an organized, efficient office space, including but not limited to filing, preparation, and submission of expense reports.
- Communicates and delivers clear messages when speaking in harmonious or conflict situations.
- Demonstrates practical listening skills; interprets messages and checks for understanding; responds well to questions
- Demonstrates practical phone presentation skills
- Demonstrates group presentation skills
- Exhibits the ability to influence and engage a wide range of donors and build long-term relationships
- Creates clear and concise written communication; Varies writing style to meet the needs of a diverse audience

II. DESIRED SKILLS

A. Innovation and Motivation

- Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving workflow.
- Develops innovative approaches and ideas; Presents ideas and information to generate attention from varied ministries and groups.
- Establish and achieve challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence identified by the Senior Pastor or Executive Pastor of Ministry Advancement.
- Takes calculated risks to accomplish goals

B. Flexibility and Adaptability

Adapts to changes in the work environment. Demonstrates a willingness to adjust to competing demands by:

- Changing an approach or method to fit the situation best
- Ability to deal with frequent change, delays, or unexpected events

C. Initiative and Strategic Thinking-Demonstrates the ability to think and work independently: and performs with minimal direction, support, and supervision.

- Develops strategies to achieve organizational goals
- Understands organization's strengths & weaknesses; Adapts strategy to changing conditions

D. Problem Solving-Ability to strategically research and analyze problems by gathering and organizing all relevant information. Uses sound judgment to make good decisions based on data collected and analyzed.

- Have the ability to engage in effective conflict resolution and defuse tense situations. Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and willing to try new approaches

E. Professionalism-The Executive Administrative Assistant must tactfully approach others; Reacts well under pressure and remains calm; Treats others with respect and gives consideration regardless of their status or position; Accepts responsibility for own actions by doing the following: Follows through on commitments

- Displays passion and optimism; Inspires respect and trust
- Constantly looking for ways to improve and promote quality throughout the Church environment.
- Demonstrate accuracy and thoroughness

F. Planning and Project Management

- Leading a team of staff or volunteers in completing projects by a set deadline
- Communicates with Senior Pastor or Executive Pastor of Ministry Advancement on project goals
- Aligns work with strategic goals
- Plans and organizes work responsibilities to achieve assigned goals and objectives
- Works within an approved budget and holds others to working within the budget
- Develops and implements cost-saving measures

III. QUALIFICATIONS

The qualifications listed below represent the Executive Administrative Assistant's knowledge, skills, and abilities. Further, qualified individuals must hold their church membership with Friendship Baptist Church.

REQUIRED EDUCATION/ EXPERIENCE

- High School Diploma
- Minimum of 2-3 years of administrative support or related experience
- Advanced computer skills
- Proficient knowledge of the internet, Microsoft Office, Outlook, Access, Google, Design Software such as Adobe and Illustrator
- Demonstrates excellent oral and written communication skills
- Excellent organization skills
- Strong analytical skills
- Must occasionally lift or move up to 25 pounds

PREFERRED EDUCATION/EXPERIENCE

- Associate's or Bachelor's Degree
- Three to 5+ years of successful administrative assistance experience in a church environment or non-profit sector

The content in this job description is a guideline for selected employees. The Senior Pastor or Executive Pastor of Ministry Advancement reserves the right to amend this job description if necessary. Also, reasonable accommodations may enable individuals with disabilities to perform the essential functions.