



FIRST FREE  
CHURCH

## Executive Assistant

### *Job Description*

The Executive Assistant is a crucial part of the ministry at First Free Church. This person will serve as a hub for communication and an ambassador for the Senior Pastor. Additionally, this position is a part of the Administrative Support Team and provides support to other ministry leaders, managing multiple projects at a time.

## Job Description Summary

This position is a full-time, hourly position of 40 hours per week. The Executive Assistant's primary responsibilities include:

- Provide executive support for the Senior Pastor and other ministries leaders.
- Provide collaborative communication and logistics support for projects involving multiple ministry departments.
- Serve as part of the Administrative Support Team, including all church events and the front desk.

## Accountability

The Executive Assistant reports directly to the Director of Administrative Support. Additionally, this position interacts directly with the Senior Pastor and with ministry leaders in other departments.

## Essential Functions and Responsibilities

### Supporting the Senior Pastor

- Communicates on behalf of the Senior Pastor as his representative.
- Assists with special projects led by the Senior Pastor, including documentation and tracking systems.
- Assists with other administrative tasks such as expense reports, calendaring, and meeting arrangements.
- Collaborates with other staff and volunteers to coordinate major church events such as fellowship events, concerts, speakers, and trips.

- Anticipates the needs of the Senior Pastor and learns the best ways to meet them or communicate about them preemptively.
- Provides occasional administrative support for the Elder Board, Deacon Board, and Nominating Committee.

## Administrative Support Team

- Participates in the Administrative Support Team, including team meetings and occasional coverage for reception.
- Work with the Administrative Team to provide support to other ministries as assigned. This may include purchasing, event support, printing, calendaring, and volunteer support.
- Work one day per week at the reception desk and serve as backup as needed.

## Personal Qualifications

### Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Attends and is committed to the vision, values and beliefs of First Free Church.
- Cultivates a friendly staff culture that is committed to excellence.
- Leads with service and care for other people.
- Mature and discerning, able to brainstorm and solve problems.
- Seeks to anticipate the needs of others and meet them preemptively.
- Detail oriented while handling a variety of new projects on a regular basis.
- Works well with others as a flexible team player.

### Minimum Qualifications

- Excellent administrative, communication, and time-management abilities.
- Proficient in the Google Suite of office products, especially Documents and Spreadsheets.
- Able to create well-designed online forms using Google Forms and/or JotForm.
- Excellent grasp of the English language and grammar, able to edit and write proficiently.
- Knows better than to use Comic Sans or Papyrus, ever.