

**THE NATIONAL PRESBYTERIAN CHURCH
EXECUTIVE ASSISTANT to the SENIOR PASTOR**

POSITION DESCRIPTION

The position of Executive Assistant to the Senior Pastor (the Assistant) is a full-time position of the National Presbyterian Church (NPC or the Church) and is exempt under the Fair Labor Standards Act. The Assistant works under the direct supervision of the Senior Pastor, and relates to the Clerk of Session and the Executive Pastor. The Assistant supports the functions of the office of the Senior Pastor, in accordance with the Church's mission and strategic plan.

ESSENTIAL FUNCTIONS

1. Mission Alignment: Provide active support for the mission of the Church through service to the Senior Pastor.
2. Support for the Sr. Pastor:
 - a. Maintain the schedule of the Senior Pastor
 - b. Provide materials and filing support for Senior Pastor events and responsibilities
 - c. Ensure that appropriate and accurate information is recorded and relayed to the Senior Pastor in a timely manner, including but not limited to telephone and e-mail messages, meeting information and appointments, travel and hospitality arrangements for the senior pastor and NPC guests. Coordinate media inquiries with Director of Communications.
 - d. Maintain absolute confidentiality
 - e. Support the Senior Pastor on Sundays when necessary
3. Support for the Organization:
 - a. Internal: Provide a full range of administrative support for the Session, councils, committees, events and all other activities for which the Senior Pastor serves as a staff resource or moderator.
 - b. External: Provide a full range of administrative support to the Senior Pastor in relationships with related and external organizations (*such as the National Presbyterian School, the NPC Fund for Charitable Giving, National Capital Presbytery, etc.*)

MAJOR DUTIES

1. Scheduling and Expenses
 - a. Maintain the Senior Pastor's schedule, as requested, including room reservations, catering, conference calls, conference planning. Schedule matters and events in the church management software (Church Community Builder, CCB). Plan and carry out all travel and advance arrangements for the Senior Pastor.
 - b. Maintain awareness of all events on the church calendar to keep the Senior Pastor updated as necessary
 - c. Monitor expenses and process check requests to the Finance Office for reimbursement of expenses of the Senior Pastor and the Senior Pastor's office.
2. Office Management
 - a. Receptionist: Primary interface and representative of the office of the Senior Pastor to congregation, public, and staff. General office tasks include handling and screening telephone and e-mail inquiries, and maintaining office supplies.

- b. Secretarial and clerical support: To include creating and editing documents and forms; filing, making copies, and assembling documents; maintaining paper and computer files
 - c. Correspondence: Process and maintain correspondence, including bringing priority matters to the attention of the Senior Pastor. *Currently this includes weekly preparation of addressed birthday cards for members 80+ for the pastor to write)*
3. Session and Archival responsibilities
- a. Assist Clerk of Session as needed in preparing and distributing materials and carrying out advance planning for meetings of the Session and congregation, as well as other special events
 - b. With the Clerk of Session, maintain official Minutes of Session meetings in archive books and in computer format
 - c. Other monthly and annual archival matters to be determined from time to time
4. Meetings
- a. Prepare and distribute materials and implement advance planning for the committees and programs for which the Senior Pastor serves as staff resource. *(In 2021 this includes Worship Council, Congregational Nominating Committee, Finance Council; Personnel Council; Officer Training)*
Note:
Nominating Committee and New Officer Training: Prepare and distribute materials to nominees for Church office and newly-elected Church officers; make arrangements for and prepare and distribute materials for Officers' Leadership Training; and assist with preparations for the Installation/Ordination of officers.
Worship Assistance: as needed *(hoping we can put some of this back on Carolann but for now it is accurate)*
 - assist with bulletin preparation,
 - coordinate pastoral liturgical assignments; Scripture readers; Advent candlelighters;
 - handle Good Friday and Easter logistics
 - coordinate guest speaker/preacher logistics, including travel and reimbursements
 - Communicate as directed with pastors, ushers, greeters
 - Attend weekly bulletin and production review
 - Edit and post weekly sermon as submitted by the Sr. Pastor
5. Other duties as assigned

CORE COMPETENCIES

1. Self-starter: ability to work independently with minimal supervision, and to plan ahead
2. Strong interpersonal skills. This includes a warm, outgoing manner and an ability to work as a team member with pastoral and program staff. Able to work with other administrative assistants and to share task responsibilities as needed.
3. Excellent organizational skills. This includes the ability to create and maintain order in a sometimes fluid/unpredictable system; as well as the ability to understand and resolve both technical and organizational problems.
4. Flexibility: the ability to adjust to changing tasks and schedule variations with ease and grace.

5. Excellent communication skills in English, both written and oral. On the phone, the senior pastor's assistant represents both the pastor and the whole church to all members and to external callers.
6. Event-planning skills (e.g., *planning a staff, Session or council event to include light snacks or a meal*)
7. Technical skills: Highly competent with Microsoft Office (Outlook, Word, Excel) and ability to quickly learn other software such as Church Community Builder (church software) and mass mailing software.

QUALIFICATIONS

1. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for the Church of Jesus Christ.
2. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.
3. Ability to manage multiple tasks simultaneously and effectively manage deadlines.
4. Knowledge and competency in customary secretarial, receptionist, and administrative assistant functions.
5. Bachelor's degree from a four-year college or university.
6. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is frequently required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee is frequently required to stand and walk. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 15 pounds.