

Executive Assistant to the Senior Pastor

Shorter/Neighborhood Listserv Posting

NPC Executive Assistant Needed

The National Presbyterian Church is searching for an Executive Assistant to provide administrative support to the church's Senior Pastor. The successful candidate will have excellent organizational skills, be a strong communicator and self-starter. Day-to-day responsibilities include managing the Pastor's schedule and correspondence, coordinating Church meetings, partnering with church committees and providing administrative support. The position will serve as the primary interface and receptionist for the Senior Pastor to the congregation, staff and public. As such, strong interpersonal skills are critical for the role. In addition, discretion and respect for confidentiality are important. The position is based at the National Presbyterian Church campus located on a 12-acre campus at 4101 Nebraska Ave, NW, Washington, DC,. NPC has an active congregation comprised of 1300 members who come from across the metro DC area, as well as a thriving on-line worship community.

The position is full-time and includes comprehensive benefits. Occasional weekend work may be needed to support church functions. Qualified applicants should send a resume to npcfadirsearch@gmail.com.

Responsibilities

- Maintain Senior Pastor's schedule including conference planning and meeting coordination
- Plan schedule and manage travel for the Senior Pastor
- Serve as receptionist for the Senior Pastor
- Interact regularly with other NPC staff and serve as liaison between staff and Senior Pastor
- Handle and screen telephone and email inquiries
- Provide secretarial and clerical support including creating/editing documents, filing, making copies, and maintaining office supplies
- Assist Senior Pastor in preparation for meetings and work with Clerk of Session to produce meeting materials and records
- Track worship attendance and review guest book
- Manage and process the Senior Pastor's expenses
- Coordinate church events
- Support church committees as requested by the Senior Pastor

Qualifications

- Bachelors degree from a four-year college or university
- Previous experience serving in an Executive Assistant role is preferred
- Excellent written and oral communication skills in English
- Highly competent in the Microsoft Office Suite and ability to quickly learn other software as needed
- Strong organizational skills and keen attention to detail
- Ability to multi-task and effectively manage deadlines