

## **JOB POSTING**

**TITLE/POSITION:** Executive Administrative Assistant for Weekend Experience  
Full time 40 hours/week  
Based in Wexford Campus

### **The Role of Your Job**

The Executive Administrative Assistant provides administrative support for the Executive Pastor - Weekend Experience and the broader Central Support Worship & Production team. Serves as office manager and organizational focal point for the XP – Weekend Experience.

### **Responsibilities**

- Plans, coordinates and ensures the Pastor’s schedule of meetings, conferences, teleconferences, and travel
- Managing expense reports, office budget expenditures, and financial data Record meeting minutes, follow up with action steps on needs, communication, details, etc.
- Provide logistic support for key meetings and events as necessary including facility work orders, room reservations, phone calls, meeting request emails, catering, IT, etc.
- Reading, researching, and routing correspondence; drafting letters and documents; screening and managing phone calls; collecting and analyzing information
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures
- Project management, coordination and implementation
- Understand and maintain department communication systems, e.g. Basecamp, PlanningCenterOnline.com, all Church Ministry Platform database, etc.
- Creates a culture of efficiency among the team

### **General**

- Attend meetings/training as requested/required
- Respond to email/communications in a timely manner
- Other duties as assigned

### **Education, Skills, and Experience**

- Strong organizational and administrative skills along with the ability to maintain a realistic balance between multiple priorities
- Ability to manage and balance complex schedules, details and your own schedule, meeting deadlines in fast-paced quickly changing environment (be flexible)
- Strong verbal, written and interpersonal communication skills
- Sensitivity to and professional handling of confidential matters
- Demonstrates initiative, proactive problem-solving and strong decision-making skills
- Project coordination experience
- Knowledgeable experience with PlanningCenterOnline.com, BaseCamp, Microsoft Office, OneDrive, and related software. Mac preferred but not required.
- Post-secondary education preferred but not required. Minimum three years of relevant experience
- Background clearances must be current

