

**David Chapel Missionary Baptist Church  
Executive Assistant to Senior Pastor  
Position Description**

**SUMMARY OF POSITION**

The **Executive Assistant to the Senior Pastor** serves as the executive/confidential/trusted assistant to the Senior Pastor of David Chapel Missionary Baptist Church. She/he provides high-level support to the Senior Pastor in a wide range of activities in the performance of his administrative and ministerial responsibilities, while interacting with staff, congregational members and the community. Other general administrative duties are also involved. It is essential to have a cheerful, pleasant and caring Christ-like spirit. A good sense of humor and the ability to effectively work with a wide spectrum of people will be assets. The full-time position reports to the Senior Pastor and supervises the Administrative Assistant and Office Assistant.

The Executive Assistant to the Senior Pastor must maintain a cheerful, organized and friendly atmosphere for all who enter the office area and meet the needs of guests, volunteers, and congregational members.

**SPECIFIC RESPONSIBILITIES**

**A. Receives and directs telephone calls and emails to the senior pastor's office.**

1. Answers telephone calls directed to the senior pastor and screens calls as appropriate
2. Serves as gatekeeper to the senior pastor, while ensuring people are helped/served in a friendly and Christ-centered manner.
3. Reviews and prioritizes telephone messages for the senior pastor
4. Makes telephone calls for the senior pastor, as directed
5. May represent the senior pastor at meetings

**B. Maintains senior pastor's appointment calendar, as needed**

1. Makes appointments for the senior pastor, while redirecting those appointments that can be appropriately handled by another staff member
2. Enters meetings, conferences, society and community engagements, and church-wide activities onto the calendar at the senior pastor's request
3. Provides the senior pastor with updated daily, weekly, monthly and yearly calendars
4. Handles travel plans and preparation for preaching, speaking and ministry engagements

**C. Assists with meeting preparation**

1. Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc., as requested by the senior pastor
2. Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner.

**D. Maintains the senior pastor's files**

1. Maintains various types of files and databases for the senior pastor and church
2. Works with publishers and others for any writing assignments

**E. Performs administrative duties for the senior pastor and church**

1. Reviews and/or drafts the senior pastor's correspondence and answers mail and/or composes letters, as directed
2. Types ministry and church-related correspondence, reports, minutes, etc.
3. Be responsible for heavy calendar management and coordination, requiring interaction with persons both internal and external to David Chapel and the senior pastor

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**F. Miscellaneous**

1. Takes initiative for new and special projects, as requested by the senior pastor
2. Represents the senior pastor in dealing with members of the congregation, churches, and the community at large, as required
3. Serves as the church's principal administrative supply coordinator. Orders, maintains and distributes all administrative supplies. Ensures adequate supplies are on hand.
4. Undertake some responsibilities and duties related to the church's financial operations.
5. Consults with ministry leaders to identify/define leaders' needs and requirements relative to space needs in the church.
6. Occasional work on Saturdays/Sundays required.
7. May run errands for the senior pastor.

**MINIMUM REQUIREMENTS**

**A. Education/Experience**

1. High School Diploma is the minimum required, with some college education preferred
2. Must be experienced in handling a wide range of administrative, sometimes clerical, and executive support related tasks and able to work independently with little supervision
3. Must have strong writing and verbal communication skills, strong decision-making ability and attention to detail are equally important, with the ability to review correspondence for procedural and grammatical accuracy, conformance with policy/practices and factual correctness.
4. Must have effective time-management skills
5. Desirable to have 3-5 years experience as a senior level administrative assistant
6. Must possess a working knowledge of standard office, equipment, including copiers, phone, calculators and fax machines.
7. Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Office applications, PowerPoint, Outlook, Access, Publisher, Excel, database systems and use of the Internet
8. Must possess efficient, caring and discerning telephone skills
9. Must have a heart for the ministry of David Chapel and the people of this church family
10. Must possess the desire to aid the senior pastor in fulfilling his responsibilities and lighten his load whenever possible
11. Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance; prefer person become a member of David Chapel.

**B. Important skills/personal traits needed by the senior pastor's assistant**

1. Maintains confidentiality and trust in all situations
2. The gift of hospitality and tact
3. Possesses a helpful, cheerful, diplomatic and caring servant attitude to all
4. Punctual and dependable. Be well organized, flexible and adaptable, and enjoy the administrative challenges of supporting the Senior Pastor and church in the daily performance of duties and functions
5. Reviews correspondence for procedural and grammatical accuracy, conformance with policy and factual correctness.
6. Ability to prioritize and multi-task projects and assignments, using good time management skills in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role

**To apply, please email Resume and Cover letter (with personal and work references) to Jolene S. Hall at [jhall@davidchapel.org](mailto:jhall@davidchapel.org). Completed application & background check required.**