

# **Executive Assistant and Administration Director**

## **Job Description - July 2018**

### **Position:**

Executive Assistant and Administration Director

### **Reports To:**

Senior Pastor and Strength Value Pastor

### **Responsible for:**

1. Executive Assistant
  - correspondence, calendar and communication for the Senior Pastor
  - research, writing and presentations
  - travel details
2. Administrative Director
  - responsible for office details of communication and organization
  - facility details and correspondence with renters
  - organizing events for the church

### **Specific Responsibilities and Objectives**

1. Participation in church life through covenanting in a mission group.
2. Personal development in spiritual disciplines and maturity and professional development through reading and being equipped and mentored.
3. Executive Assistant
  - dealing with correspondence through emails and letters for the SP
  - facilitating websites, facebook, twitter and other social media for SP
  - keeping the calendar and appointments for the SP
  - sending communication to leadership teams
  - research and presentations
4. Administrative Director
  - running the office by ensuring printing, filing, ordering and other duties.
  - building teams of volunteers for helping in the office.
  - correspondence on behalf of the church with CBWC and other organizations
  - correspondence on behalf of extension ministries as needed
  - overseeing the use of facilities through calendars and correspondence with renters and other facility users.
  - communication with other organizations in our neighbourhoods
  - organizing and running events for the church and for extension ministries
  - facilitating TiM days and other conference like activities
  - research on neighbourhoods where we are involved
  - dealing with insurance issues of the church and staff
  - other administrative duties as needed

### **Remuneration:**

This is currently a .4-.5 position with appropriate salary based on experience and education.

### **Staff Reviews:**

Each quarter there is a report from the SP as to the progress that was made toward the objectives. Every six months there is a SP review as to job performance. Yearly these reports are from a 360-degree basis.