



Job Description: Executive Assistant

Overview: *The purpose of the Executive Assistant position is to assist executive leadership in the execution of SMCC ministry.*

Status: Part-Time (24hrs/wk)

Location: Central Ministries Team

Start Date: ASAP

Reports to: Executive Director of Operations

Essential Functions

- Supports executive leadership administratively with projects and procedures
- Data collection and report production for the executive team
- Maintain executive team calendar
- Facilitate organized in person and digital meeting appointments for executive team
- Documentation of ministry meetings and strategies
- Event planning for centralized initiatives
- Coordinates day to day administration from the executive leadership team
- Assists in all church events.
- Other duties as assigned - Please note this job description is not designed to cover or contain a comprehensive listing of activities that are required of the employee for this job. Duties and responsibilities may change without notice.

Qualifications

- Ability to multitask and manage numerous ongoing projects simultaneously
- Aptitude in g suite, pco, asana, and slack
- Detail oriented in all functions
- Experience in working within an innovative, outsider-focused, and multisite church.
- Able to analyze data, gather feedback, and execute a decision efficiently.
- A mature and growing walk with Christ.
- Innovative, proactive, resourceful, and effective problem solver.
- Strong communications skills across multiple disciplines.
- Can earn trust with SMCC Staff

Physical Demands

- **Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Jobs



are sedentary if walking and standing are required only occasionally.

Work Environment: The worker is subject to inside environmental conditions.