

**BLACK ROCK CHURCH
JOB DESCRIPTION**

JOB TITLE: Executive Assistant to the Executive Pastor

JOB DESCRIPTION DATE: July 25, 2019

JOB REPORTS TO: Executive Pastor

JOB CLASSIFICATION: Full-Time _____ Part-Time X Volunteer _____ Temporary _____

THE JOB:

Help the Executive Pastor effectively lead the staff and church to help as many people as possible Love God, Love People and Serve our World. Specifically help in organizing his schedule, meetings, emails, staff meeting, all church events and other duties as needed

WHO WE'RE LOOKING FOR:

- A highly organized, detail oriented person with the ability to identify tasks that need to be accomplished and do them effectively,
- Able to handle confidential information with maturity.
- A team player with good interpersonal and communication skills and a teachable spirit
- A competent knowledge and execution of computers and other technology - able to become fluent in Google Drive, Google Docs, Realm, etc.

THE WORK YOU'LL DO:

- Maintain and organize Executive Pastor's schedule.
- Prepare Staff meeting agendas and breakfast schedule weekly.
- Monthly collect and prepare staff Top 3 goals.
- Help organize the details for staff retreats twice a year.
- Check, organize and respond the Executive Pastor's emails .
- Schedule and organize Friday work rotation.
- Help prepare materials and maintain communication to classes taught by Executive Pastor.
- Take care of other administrative tasks as needed.

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.