

## **The River Church, Marion IN**

**Position Title: Executive Assistant**

**Position Classification: Admin Team**

**Reports to: Amy Biegel**

**Position Summary:** Responsible for assisting the Lead Pastor in high level administrative tasks.

Assists the Executive Team in fulfilling the executive level administrative tasks.

**Hours:** 40 hours per week at The River Church, Sunday - Thursday

**The River Church Essentials:** Expectation to take personal spiritual growth serious and continue growing daily; accept and support the Wesleyan doctrine and River Church statement of faith; support the Lead Pastor's decisions as well as any team decisions; work as a cooperative and helpful team member; handle confrontational situations in a Biblical manner; work in partnership to help spiritually lost people begin their relationship & all to become fully devoted followers of Christ.

### **Essential Duties & Responsibilities**

#### **Admin for Lead Pastor:**

- **Calendar management:** executive communication for all appointments, meetings, sermon prep time and special events; prioritize calendar events and act as a gatekeeper for time management.
- **Communication management:** assist with oversight in email, phone and social media communication; draft/edit letters, statements and prep video scripts.
- **Data organization:** organize physical and digital files, work spaces.
- **Extension of Lead Pastor:** represent the Lead Pastor in various settings as requested.
- **Travel organization:** arrange and schedule travel for Lead Pastor as well as any guests of the Lead Pastor coming to The River Church; agendas, contracts, hospitality, honorariums.
- **Execution of Lead Pastor initiatives:** prepare agendas, take notes and follow up on action items; board meeting prep, communication and ensure follow up of action items.
- **Sunday prep:** coordinate with ministry leaders to ensure weekend runs smoothly; prepare weekend service packets (service order, announcements, prayer lists).

#### **Admin for Executive Team:**

- **Coordinate communication:** ensure alignment with the pastor's messaging across all ministries
- **Document preparation:** executive communication for various purposes
- **Project management:** assist with special projects and research tasks; coordinate special events; manage cross department logistics for executive level initiatives
- **Data compilation and analysis:** gather and organize data to support the Executive Team
- **Confidentiality:** handle confidential information with discretion.

Other duties as assigned to support overall effectiveness of River Church ministries.