



JOB DESCRIPTION

Executive Assistant

ROLE

The role of the Executive Assistant is to provide high-level administrative support to the Senior Pastor so that he is able to extend his administrative capacity for ministry.

RESPONSIBILITIES

The Executive Assistant is responsible for the following:

1. Management of the Senior Pastor's calendar, including:
 - a. Scheduling, negotiating appointments and meetings and organising associated and supporting documentation.
 - b. Ensuring the Senior Pastor is able to keep his family commitments and a weekly day off in his calendar
 - c. Ensuring the Senior Pastor is able to take monthly Refresh Days and Senior Pastor Planning Retreats.
 - d. Ensuring the Senior Pastor's calendar has adequate time to prepare for upcoming events at least six weeks ahead.
 - e. Organising and booking travel arrangements including itineraries, flights, conferences, and accommodation.
2. Management of the Senior Pastor's email inbox, including:
 - a. Triaging; organising important emails into the appropriate to-do folder.
 - b. Drafting emails associated with meetings and the Senior Pastor's areas of ministry.
 - c. Drafting emails that require administrative action from the Senior Pastor, such as reference letters.
3. Assists in organising the Senior Pastor's areas of ministry, such as:
 - a. Service plans,
 - b. Compiling the Ministry Apprenticeship documents,

- c. Compiling the summer internship documents.
 - d. Compiling HR resources for staff.
- 4. Assists in the coordination of weddings at Ev, including:
 - a. Managing the Weddings with Ev booking form.
 - b. Organising and scheduling pre-marriage sessions with the Senior Pastor and his wife.
 - c. Collating the Wedding Document.
 - d. Keeps track of each couples' required number of sessions.
- 5. Online payments for large church payments, such as:
 - a. Book orders,
 - b. Recurring administrative and/or web costs.
 - c. Any other large payments required.
- 6. Management of church systems, including recording and storing information, such as:
 - a. Processes associated with the Senior Pastor's areas of ministry.
- 7. Management of incoming letters to the Senior Pastor, including scanning and filing important documents.
- 8. Assists in coordinating staff related administration, including:
 - a. Staff Annual Leave,
 - b. Staff meeting minutes,
 - c. Bookings,
 - d. Retreats,
 - e. Staff calendar,
 - f. Collating staff profiles.
- 9. Assists in coordinating the Senior Pastor's parachurch ministry involvement, such as:
 - a. Travel arrangements, flights, guest itineraries and printed media.

REQUIREMENTS

1. Be a member of Auckland Ev.
2. Be involved and regularly attending a Connect Group.
3. Excellent written and verbal communication skills.
4. Strong decision-making ability and adaptability.
5. Confidential due to the nature of the work.
6. Takes initiative and proactive in seeking solutions to problems.
7. Strong organisational and planning skills in a fast-paced environment.
8. Excellent time management skills and an ability to prioritise tasks.
9. Detail oriented.
10. Proficient at MS Office and Google Suite.

EXPERIENCE/QUALIFICATIONS

1. Proven office management, administrative, assistant or experience in a related field is required.
2. NCEA level 3 qualification is required; additional tertiary qualification in administrative fields is preferred.

EXECUTIVE LEADERSHIP STRUCTURE

