



FIRST BAPTIST CHURCH PINEY GROVE (FBCPG)

Executive Assistant (Summary)

Job Description

REPORTS TO: Lead Pastor

POSITION STATUS: Full-time, Salaried

The Executive Assistant is a well-organized team member, who manages the affairs of the Lead Pastor in a spirit of excellence. The Executive Assistant has the ability to communicate on multiple levels, be experienced in organizational and logistical management and in developing relationships. The Executive Assistant provides high level administrative support through effectively accomplishing tasks and church initiatives. Therefore, this person is a highly perceptive, detail-oriented, methodical thinker that is always willing to learn.

DUTIES & RESPONSIBILITIES (See detailed list of duties and responsibilities and requisite qualifications and skills on church website)

REQUIRED EDUCATION AND EXPERIENCE

- An earned bachelor's degree
- Five-plus (5+) years of related administrative and office management experience
- Three-plus (3+) years of executive office support
- A proven track record of successfully developing and managing highly productive teams
- Extensive experience with transforming a sound vision into an excellent reality

COMPENSATION AND BENEFITS

- **Annual Compensation:** \$60,000 annual, paid biweekly
- **Benefits:**
 - Eighty percent coverage cost for health, vision and dental insurance; 20% cost sharing per employee
 - 100% life-insurance and long-term disability coverage
- **Vacation:** 10 days of paid vacation leave, per year
- **Sick Leave:** 12 days of paid sick leave, per year (after the first year of employment)
- **Send Resumes and References to the following address by January 26, 2024:**

First Baptist Church Piney Grove
Attention: Human Resource Department
4699 Oakland Park Boulevard
Lauderdale Lakes, FL 33313
Office: 954-735-1500 Fax: 954-717-3861
Website: HUMAN RESOURCES@FBCPG.US



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Executive Assistant (Detailed)

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DUTIES & RESPONSIBILITIES (See detailed list of duties and responsibilities and requisite qualifications and skills on church website)

- Manages all communications, meetings, documentation, travel logistics, events, and related tasks associated with the Office of The Lead Pastor, in excellence and with high levels of confidentiality.
- Communicates with all persons in a polite, professional, and Christlike manner.
- Provides administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the Lead Pastor's behalf, in a timely manner
- Managing the Lead Pastor's calendar, including making appointments, prioritizing engagements, with awareness of the most sensitive matters
- Organizes meetings, including scheduling, sending reminders, purchasing needed items, and organizing catering when necessary
- Welcomes guests with profound hospitality, and studiously identifies the purpose of their visit before allowing them to have access to the Lead Pastor
- Maintains comprehensive and accurate records, prepares expense reports for reimbursement/tax record documentation, and follows all church policies, processes, and procedures, with all due diligence
- Supervises and maintains open lines of communication and performs regular check-ins with the church receptionist to ensure he/she has necessary guidance and administrative support for his/her duties and tasks, so that both operate in alignment with FBCPG's vision, mission, and core values
- Work with other staff and leadership to innovatively use technology and digital platforms to advance administrative workflows, improve efficiencies in the use of time and resources, and increase the church's presence in the virtual world
- Provide requisite weekly, monthly, quarterly reports with detailed accuracy, as requested by the Lead Pastor
- Participates in the church's annual strategic planning and budgeting process, which includes the evaluation of the administrative processes and the development of churchwide objectives and performance indicators
- Supports the Assistant Pastor in the areas of administration to help him/her fulfill his/her purpose, tasks, and resources

- Serve as a liaison between the Lead Pastor's office, community leaders and/or organizations
- Maintain clear channels of communication with the Lead Pastor to obtain input, insight, and affirmation of his/her plans and decisions related to the Pastoral Office, as well as special projects and specific tasks assigned by the Lead Pastor
- Attend and participate in requisite staff meetings, congregational meetings, and churchwide events and programs
- Continue to evaluate one's own strengths and weaknesses and be responsible for one's professional improvement, spiritual maturity, and personal growth by participating in quarterly reviews with the Lead Pastor

REQUISITE QUALIFICATIONS AND SKILLS

- A personal and growing relationship with Jesus Christ
- Humility, teachability, flexibility, timeliness, and adaptability
- A life congruent with biblical mandates for leaders to demonstrate authenticity, integrity, and a strong moral character ([1 Timothy 3:1-7](#) & [Titus 1:6-9](#))
- Ability to maintain a very reputable community presence and influence, especially in areas that pertain to financial and operational matters
- Excellent relational aptitude, accompanied by a Christ-like attitude, and loving engagement with persons in the congregation and community
- Extremely organized, strategic, and resourceful
- Strong skills in office administration and coordination
- Highly developed listening skills and very effective oral and written communication skills
- Very confidential, and discerning of the accuracy of information
- Growing knowledge and progressive understanding of technology to innovatively improve administrative efficiencies and effectiveness
- Courage to readily take responsibility for one's own mistakes, as well as those that occur in the areas under his/her leadership
- Great computer skills and advanced proficiency with software and applications, such as Microsoft programs, email, Zoom, etc.
- Strong commitment to the vision, mission, core values, and leadership guidelines of First Baptist Church Piney Grove
- Successful passing of an extensive background check that includes professional and character references

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