



JOB DESCRIPTION

Position Title: Executive Assistant
Reports To: Executive Pastor

Campus: Support all campuses
Status: Part-time, Non-exempt, 15 hrs/wk
Office at: Remote, Mesa campus

Position Summary: This position is responsible for providing organizational and administrative support to the Executive Pastor of Global Outreach and Central Women Ministries. This position has a broad spectrum of tasks from detailed administrative work to large project oversight. The position requires strong interpersonal, organizational, and administrative skills.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

- **Administrative Support**
 - Calendar management and scheduling
 - Facilitation of team meetings, events, and development
 - Timely reporting
 - Accounting reconciliation
 - Staff resourcing

- **Support the vision and direction of Central Christian Church and GO/CW Team Ministry**
 - Participate in all-staff events as an owner of the mission
 - Support all staff duties and functions for Central
 - Perform other duties as assigned

Knowledge, Skills and Experience Required:

- Minimum three years related work experience or ministry work equivalent
- Strong leadership skills with training abilities
- Advanced proficiency in Microsoft Outlook, Excel, Word, Publisher, PowerPoint
- High integrity and commitment to handle sensitive and confidential information
- Able to problem solve and multi-task
- Able to work independently within scope of assignment and cooperatively as a member of a team

Leadership Competencies:

- Interpersonal Savvy - Relates openly and comfortably with people across levels, faiths and cultures. Can build rapport in a friendly and accepting way. Understands how to act with diplomacy and tact.
- Organizational Savvy - Is sensitive to how people and teams function. Maneuvers comfortably through complex processes and people-related dynamics.
- Multi-Tasker - Able to work multiple projects simultaneously while remaining detail-oriented.
- Situational Adaptability - Adapts demeanor in real time to match the shifting demands of different situations. Has high change management skills.
- Instills Trust - Gains the confidence and trust of others through honesty, integrity, and authenticity. Is seen as truthful and confidential.
- Action Oriented - Takes new opportunities and tough challenges with a sense of urgency. Displays a can-do attitude in good and bad times. Steps up to handle tough issues.

Role Model in Personal Life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Growing in your personal relationship with Christ, while developing personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Be an active Owner at Central Christian Church, making every effort to uphold the Marks of Ownership in your life.

Staff Expectations:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to twenty-five pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.