

## **Executive Assistant to the East Campus Pastor Position Description (Part-time)**

Triumph Lutheran Brethren Church  
Moorhead, MN

### **Position Description:**

This position will provide administrative support and assistance to the East Campus Pastor. The Executive Assistant to the East Campus Pastor will work closely with the administrative staff and pastoral staff. The successful candidate should be a self-starter, able to multitask and will thrive in a team environment, but will need to also work alone to complete tasks. Prior church work experience is a plus, but not required for this position. The Executive Assistant reports to the East Campus Pastor. This position is part-time, consisting of approximately 15-20 hours per week.

### **Main Job Tasks and Responsibilities:** (may include, but is not limited to...)

- Prepare and edit correspondence, communications, presentations and other documents
- File and retrieve documents and reference materials
- Conduct research, assemble and analyze data to prepare reports and documents
- Manage and maintain pastoral schedules, appointments and travel arrangements (if needed)
- Create and coordinate meetings and events
- Record, transcribe and distribute minutes of meetings (campus meetings)
- Receive and screen incoming communications to the East Campus Pastor's office
- Communicate with internal staff at all levels
- Recruit and coordinate volunteers for Campus ministries
- Coordinate project-based work
- Participate in maintaining our online database

### **Qualifications/Skills:**

- The Executive Assistant to the East Campus Pastor must profess to have a personal relationship with Jesus Christ as Lord and Savior. This person must be willing to work in harmony with Triumph's Statement of Faith and Statement of Purpose. Regular attendance in worship services at Triumph East; with Triumph East being the Church home.
- This position requires a love for people of all ages and life circumstances. This love will be reflected in how people are treated in their encounters with the church office. Personal relational gifts and abilities should include approachability, active listening, compassion, wisdom, discernment, and encouragement. A level of personal wholeness, reflecting a genuine experience of living in the grace of God, so that ministry to hurting individuals does not pose a danger to either the care giver or care receiver.
- This position requires a "team player" who finds satisfaction in contributing to a work environment that is positive as well as productive.
- This position requires a commitment to confidentiality, respecting the privacy of those who are involved in Triumph's ministries. Information acquired in the church/pastor's office must stay in the church/pastor's office.
- Proficient in computer and MS Office products and Church Content Management Software (such as Planning Center Online).

- Should be extremely organized and have the foresight to assist with planning. Should have the ability to gather and process information and communicate findings in writing and orally.
- A bachelor degree is not required, but would be an advantage.

**PROFESSIONAL:**

*Education:* Completion of the 12th grade supplemented by specialized secretarial courses.

*Experience:* One-two years of responsible secretarial and clerical experience is not required, but would be an advantage.

*Knowledge:* This position requires secretarial and typing skills including grammar, spelling, editing and proofreading. The candidate must also have a working knowledge of Microsoft Office products.

*Special Requirements of the Position:* Ability to type, pick or use fingers to operate office equipment, to extend hands and arms in any direction, and to express or exchange ideas accurately.

*Physical Demands:* This position requires a majority of time (up to 75%) spent in the seated position, some standing or walking, occasionally lifting objects of no more than forty (40) pounds , repetitive movements of hands, wrists, and fingers up to 75% of the time. Rarely is any form of adverse movement required. Excellent sensory skills are important (sight, hearing, and speech) as well as ability to communicate effectively.

**BENEFITS:**

This is a part-time, non-exempt position, compensation to be determined based on qualifications. Employee handbook details benefits and employee relations.

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