



EXECUTIVE ASSISTANT TO THE PASTOR/OFFICE MANAGER

SUMMARY OVERVIEW:

The Executive Assistant to the Pastor/Office Manager (EA) is the front line representative for the Lead Pastor.

The EA serves as the church office manager and primary liaison between church membership, church staff, community members, and the Lead Pastor.

The EA is responsible for the organization and management of the Lead Pastor's Office - including but not limited to schedule; communication; travel; reimbursements and budget; the Leadership Team; and *worship*.

This is a full-time hybrid position that requires a love for people, strong work ethic, attention to detail, and flexibility to work both remotely and in-person.

TEAM CONTRIBUTIONS AND RESPONSIBILITIES:

- Front-line customer service representative for the Lead Pastor's Office
- Provide exceptional administrative support to Lead Pastor including drafting communication in the style of the Lead Pastor
- Manage and anticipate the pastor's scheduling, efficiency, and communication needs
- Maintain church personnel files and records; manage and organize Lead Pastor's professional files and documents
- Manage membership and giving software; project management software; and worship planning software
- Create visually appealing and context appropriate graphics, reports, and presentations for the Lead Pastor
- Act as Recording Secretary of Leadership Team and Charge Conference
- Serve as logistical coordinator for all *worship* services including final editing of the bulletin weekly, securing weekly volunteers, communicating with Altar Guild about Sanctuary needs; working with the worship staff and operations coordinator to prepare for baptisms, weddings, and funerals; and final editing of newsletter bimonthly
- Manage staff calendar and church office schedule; Maintain and manage church internal and public calendars
- Schedule all staff, worship design, program planning, and Leadership Team meetings
- Prepare expense reports and arrange travel for Lead Pastor
- Prepare, compile, and submit all reports for the conference, church, Foundation, and government
- Process and mail congregational communication
- Support First Atlanta Foundation requests
- Attend meetings with the Lead Pastor, as requested
- Communicate with all stakeholders regarding meetings and events
- Perform all duties with excellence, clarity, confidentiality, and in a timely manner
- Other duties as assigned

POSITION EXPECTATIONS:

- The Executive Assistant to the Pastor is a hybrid, full-time position that reports directly to the Lead Pastor. This position also works closely with several staff members, volunteers, and contractors on behalf of the Lead Pastor.
- Office Hours are Sunday, 9:00am to 1:00pm; Monday through Thursday, 8:30a - 4:00 pm; Evenings and weekends are required for scheduled meetings and other church events.

REQUIREMENTS, SKILLS, AND BEHAVIORS:

- Desire to fulfill the ministry and vision of the church through exceptional organizational, administrative, and relational skills
- Commitment to the welfare of the city of Atlanta and the Atlanta First Congregation and Community; commitment to and love for diverse people, radical inclusiveness, and a multi-ethnic church community
- Friendly and professional appearance and customer service; Ability to handle conflict through biblical and grace-filled means
- Flexibility and desire to learn
- Strong time management skills and ability to prioritize task and projects; Ability to multi-task and prioritize daily workload
- Excellent knowledge of MS Office and Google Workspace; Willingness to learn Adobe Creative Suite, Realm, BaseCamp, Slack, and Planning Center Online; Knowledge of the Apple Eco System is a plus
- High-level verbal and written communication skills; High level technology and Social Media skills
- Excellent planning and time management skills
- Commitment to professional discretion and the highest level of confidentiality
- Bachelor's degree or high-school degree with 5 years of experience; experience on a United Methodist church staff is an advantage

QUALITIES:

Must possess a servant's heart; love for all of God's creation in all of its diversity; the ability to be flexible; excellent organizational and time management skills; high level communication and interpersonal skills; the ability to prioritize tasks; create and master systems; a self-starting spirit and commitment to continued education; high integrity, a sense of discretion and the ability to keep confidentiality; and a commitment to the mission, vision, ministry and values of Atlanta First United Methodist Church.

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About Atlanta First United Methodist Church

Atlanta First United Methodist Church exists to *worship* God, *serve* people, *grow* together and *engage* with the people of our city. The congregation is committed to the transformation of people and the city. With a long history of faith, generosity and sacrifice, Atlanta First is committed to their place in the center of Atlanta, GA. Making our home in the city allows the congregation to be in transformational ministry with the spiritual and tangible needs of all who wish to worship, serve, and need to be served. Everyone is welcome at Atlanta First!

Learn more at www.AtlantaFirstUMC.org or on Facebook, Twitter or Instagram: @AtlantaFirstUMC