



JOB PROFILE

Position: Executive Assistant

Category: Full-Time

Reports to: Lead Pastor

SUMMARY OF POSITION

The Executive Assistant supports the Executive team and overall ministry of Eagle's Landing First Baptist Church (ELFBC) by fulfilling administrative and organizational responsibilities within the Executive Team, or as more generally assigned.

The Executive Assistant has the satisfaction of knowing that they are serving as a member of our ministry team for the ongoing development of a cohesive ministry, and effectively partnering with and equipping individuals and families within the church.

QUALIFICATIONS AND REQUIREMENTS

- A leader with teaching, training, administrative, and organizational gifts.
- Ability to assess, critique, and improve systems and processes with a high attention to detail and accuracy.
- Must have excellent verbal and written communication skills, with the ability to relate to people of all backgrounds.
- Supports and adheres to the mission, vision, values, and philosophy of ministry at ELFBC.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience to Him.
- An active member of Eagle's Landing First Baptist Church or willing and able to become one.
- Self-motivated with ability to function effectively without constant supervision, as well as work cohesively within a team environment.
- Proficient in Mac-based and web-based software (MS Word, Excel, Outlook, Google Drive, etc.).
- Physical capacity to fulfill particular job requirements.

RESPONSIBILITIES

Assist the Executive team in administration of the ministry and other team-level responsibilities.

- Participate in meetings as directed by Executive team.
- Assist in all aspects of event planning including promotion, communications, calendaring/scheduling, and budgeting.
- Provide general ministry support to Executive team members.
- Communicate with leadership teams as well as plan recurring meetings.
- Schedule resources based on approved calendar for upcoming ministry events.
- Help maintain church database and church leadership team information.

- Additional duties as required to support the overall ministry of ELFBC and the Executive team.