

# First Methodist Mansfield

*Love God, Love Others, Serve the World*

## **Executive Assistant to the Senior Pastor**

- Full-Time salary position (35-40 hours per week)
- Reports to Senior Pastor

**Job Overview:** The Executive Assistant to the Senior Pastor serves as the executive /confidential / trusted assistant to the Senior Pastor. Provides a high level of support to the Senior Pastor in a wide range of activities in the performance of his administrative and ministerial responsibilities, while interacting with staff, congregation members, and the community. Other general administrative duties are also involved.

## **Responsibilities and Duties:** (include but not limited to:)

- Receives and directs telephone calls and correspondence to the Senior Pastor and prioritizes all information
- Oversees Senior Pastor's calendar and scheduling while ensuring people are helped in a friendly and Christ-centered manner
- Handle travel plans for Senior Pastor
- Oversee meeting preparation and is the meeting secretary for Lay Leadership meetings and church conferences
- Performs administrative duties for the Senior Pastor and the church
- Takes initiative for future planning for Senior Pastor's schedule and engagements
- Oversee digital and print communication of Senior Pastor to congregation and staff as well as outside entities
- Other duties as assigned

## **Qualifications:**

- Maintains confidentiality and trust in all situations
- Ability to multi-task and work with multiple interruptions
- The gift of hospitality and customer service
- Possess a helpful, cheerful, diplomatic, and caring servant attitude at all times
- Strong proofreading and grammatical skills
- Proactive, resourceful, and efficient with a high level of professionalism and confidentiality is crucial to this role