

EXECUTIVE ADMINISTRATIVE ASSISTANT

Full-Time



This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for performing professional administrative and leadership duties, which support the Lead and Executive Ministers and other ministries at OHC

DEPARTMENT

Senior Leadership

REPORTS TO

Executive Minister

DIRECT REPORTS

None

WORK WEEK

Monday – Friday,
occasional weekend as
needed

HOURS PER WEEK

40

FLSA

Non-Exempt

JOB CLASS

Para-Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Supports Lead and Executive Ministers with daily activities and special projects, to include research, compiling data, creating PowerPoint presentations, and working with complex Word and Excel documents.
2. Exercises discretion and maintains strict confidentiality.
3. Coordinates on-site planning meetings and events for Lead and Executive Ministers and Leadership Teams to include room reservation and set-up, technical and audio requirements, refreshments and/or catering, prepares handouts, agendas, and provides notes/minutes of meetings.
4. Manages the flow of information in and out of the Lead and Executive offices by screening calls, opening/sorting mail, summarizing reports and memos before forwarding, and preparing and formatting communications for internal and external distribution.
5. Assist Lead and Executive Ministers with calendar management (schedules meetings, monitors schedule conflicts, and dials into meetings) and prepares meeting materials.
6. Serves as Elder Liaison working with Chairman and Coordinating Board on agendas, meeting schedules, meal and room set up, recording minutes and recordkeeping.
7. Maintains Elder Records and Elder Communications.
8. Provides oversight and assistance with Quarterly and Annual Staff Assessments.
9. Oversees budget for Lead and Executive Ministers and aids in creation and management of budget for Crownridge ministries.
10. Oversees the scheduling, implementation, communication, and alignment of Master Calendar.
11. ServiceU Coordination and Alignment of Events and Planning.
12. Prepares and submits various reports and communication. Enter information on Rock database as needed.
13. Provides Leadership and Ministry Training for development of Ministry Assistants.
14. Performs various administrative duties for Leadership including copying, faxing, filing, and email correspondence.
15. Assists with department budget activities; maintains purchase card expenses and check requests. Reconciles discrepancies as needed.
16. Monitors inventory of ministry resources, office supplies, and leadership materials.
17. Other duties and responsibilities as assigned.

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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within six (6) months of employment.

MINIMUM QUALIFICATIONS

1. Two (2) years of college from an accredited college or university.
2. Five (5) years of progressive administrative experience including one (1) year executive administrative experience.
3. Education may be substituted for experience.

KNOWLEDGE AND ABILITIES

1. Knowledge of principles of organizational and administrative practices.
2. Knowledge advanced computer office applications (Microsoft Office) and equipment.
3. Knowledge of English usage, spelling, and punctuation.
4. Knowledge of business mathematics.
5. Knowledge of techniques and methods of research, data collection, and statistical methods.
6. Knowledge of basic record keeping procedures and practices.
7. Ability to discern and maintain confidentiality.
8. Ability to communicate clearly and effectively through both verbal and written means.
9. Ability to work independently in the absence of supervision.
10. Ability to compile data and prepare reports.
11. Ability to research, analyze and summarize data.
12. Ability to learn principles and procedures of personnel administration.
13. Ability to learn assigned department procedures, policies, activities, and services.
14. Ability to perform responsible programs and office administration duties.
15. Ability to interpret and apply administrative and departmental policies and procedures.
16. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
17. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: JUNE 2022