**Framework Church**

**Executive Administrative Assistant**

**Summary:** The Executive Administrative Assistant’s job is to manage the church office and provide administrative support to the church staff and pastors.

**Reports to:** Lead Pastor **Position:** Full-time **Mission Area:** Reach/Restore/Raise/Release

**Main Responsibilities & Duties:**

**Office Management:** Oversees the day-to-day operations of the church office:

* Maintaining the office calendar
* Ordering supplies
* Scheduling maintenance
* Oversees other office staff employees including a part-time administrative assistant and facilities manager
* Tracks hours for hourly employees
* Available for pastoral staff support when needed

**Bookkeeping:** Keeps up-to-date financial records:

* Balances bank accounts
* Oversees church budget
* Collect and report online and in-person tithes
* Manages/approves money spent
* Pay Bills
* Creates Financial Report

**Human Resource:** Aids the lead pastor with certain areas of all staff management:

* Work with the payroll company
* Track and manage staff vacations and sick days
* Maintain church policies for staff
* Prepare yearly Staff contracts

**Other areas of responsibility:**

* **Record keeping:** Maintaining the church database, including membership records, baptisms, confirmations, and other events
* **Communication**: Answering phone calls, responding to mail, and preparing and distributing correspondence and board reports
* **Event planning:** Organizing and participating in large Church events including ordering supplies, finding volunteers, keeping track of details, and serving where needed
* **Visitor assistance:** Greeting visitors and helping them as needed
* **Compliance:** Ensuring the church complies with regulations
* **Lead Pastor Requests:** Doing other tasks as directed by Lead Pastor

**Qualifications**:

* **Self-motivated:** Having a strong desire and determination to achieve goals and succeed.
* **Communication:** Must communicate clearly with team members, clients, and stakeholders.
* **Computer Skills:** Will need basic computer skills and be willing to learn programs used by the church
* **Bookkeeping Experience:** With the minimum of being able to work in QuickBooks, having some experience in bookkeeping will give you a head start.
* **Organization:** You should be organized and able to manage your time well.
* **Administrative experience:** Experience working in an office and supporting clients and coworkers with administrative tasks would be helpful.
* **Confidentiality:** You should be able to handle confidential information with discretion.
* **Knowledge of church operations:** Knowledge of church policies, regulations, and operations is a plus.
* **Pastoral heart:** You should have a loving concern for others and be able to respond to them with love and compassion
* **Education**: Associate’s degree in business would be beneficial

**Vocational Growth**: We want to see all our employees grow and hope to provide areas for you to grow in your job and in your life.

**Expectations:**

* **Church Attendance:** Should attend Framework Church regularly.
* **Staff Prayer Meetings:** Attend in-office prayer meetings and weekly office updates.
* **Manage Time Off for Office Staff:** Ensure the front desk is always covered during lunch breaks, vacations, sick days, etc.

**Benefits**:

* Works mostly weekdays
* Pay range: $40,000-50,000
* Vacation: 2 weeks
* Paid sick leave: 7 days a year (accumulates)
* Paid paternity/maternity leave beginning after 1 year
* Pension options
* Health package