



Executive & Facilities Assistant

SCRIPTURAL FOUNDATION:

Whoever is faithful in small matters will be faithful in large ones..." Luke 16:10 (GNT)

REPORTS TO: Executive Pastor & Facility Manager

PURPOSE:

To provide support to pastors and ministries

VISION/MISSION STATEMENT:

To display love through service

DUTIES

1. Receptionist
 - a. Coordinate visitor appointments
 - b. Answer phone/Notify pastor/staff of calls
 - c. Secure building
 - d. Facilitate member needs
2. Executive Assistant
 - a. Monitor office operations, procedures and supplies
 - b. Manages, answers and routes church emails and physical mail
 - c. Take notes for Staff Meetings
 - d. Schedules appointments and oversees office projects or tasks
 - e. Ensures efficient operations of all office equipment and facility
 - f. Maintains office supplies
 - g. Communication with members for updating Member Info.
 - h. Coordinate office initiatives that revolve around: a) Member Announcements and Care, b) Office Efficiency, & c) Staff Support
3. Facilities Assistant
 - a. Rental Coordination w/ Public and Church needs
 - b. Cleaning of offices
 - c. Cleaning of kitchen 1st floor
 - d. Event Set Up and clean up Mon-Fri & occasional weekends
 - e. Cleaning supplies orders
 - f. Catering needs for office and office-sponsored events.
 - g. Linens reservations and laundering
 - h. Keeping hallways clear
 - i. Lost and Found
 - j. Sending needed repairs to the facilities manager
 - k. Coffee bar supplies, prep, and cleaning

POSITION REQUIREMENTS:

1. Personable and Considerate
2. Excellent written and verbal communication skills
3. Self-Starter
4. Organized
5. Computer/Online Skills
6. Detail Oriented
7. Planning Skills