



## The Saint Paul's Baptist Church

<b>Job Title:</b>	Executive Operations Assistant	<b>Job Category:</b>	Staff
<b>Department:</b>	Operations	<b>Job Code:</b>	
<b>Location:</b>	Supports multiple locations	<b>FLSA:</b>	Non-Exempt
<b>Pay Grade / Salary Range:</b>		<b>Travel Required:</b>	
<b>Reports To:</b>	COO	<b>Position Type:</b>	Full-Time

### JOB DESCRIPTION

**Summary:**

Provides executive level support to the Chief Operating Officer and administrative support to the Operations Team.

**Duties:**

- Schedule and maintain calendar of appointments and meetings for COO, and handles all necessary meeting logistics;
- Receives and screens incoming mail, faxes, packages, telephone calls and drop-in visits for the COO, using a high degree of judgment in responding to each;
- Composes and prepares written correspondence for signature, prepares mail and packages for pickup and faxes documents, as requested;
- Organize and maintains filing systems; to include workplans, purchase orders, making copies of documents and meeting minutes;
- Requests, receives and organizes standard and ad-hoc reports from Operations team;
- Independently prepares recurring reports;
- Completes credit/debit card reconciliation;
- Plans travel itineraries for COO and Operations team and completes subsequent travel expense forms;
- Purchase office equipment and supplies following standard purchasing procedures; and assist with any other operations purchase requisitions.
- Assists Operations team and other staff with event registration database set up;
- Verifies payroll for COO and Directional Leaders, as required;
- Completes federal, state and local compliance documents such as annual business license applications, corporation registration renewals, etc. for the church;
- Assists in the preparation and planning of materials for board meetings, as required to support the COO as an officer;
- Attends meetings as requested by the COO, takes, transcribes and distributes minutes to appropriate individuals;
- Assists with project communication and documentation regarding status of projects.
- Maintain contact databases;
- Create and modify documents, spreadsheets, and presentations
- Provide support in any and all other Operation areas as necessary
- Performs special projects as assigned, that may be complex and/or confidential in nature;
- Maintains a favorable working relationship with all church and affiliate employees to foster and promote a cooperative and harmonious working climate;
- Performs other related duties as assigned.



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### Education:

- BA/BS from an accredited college.

### Experience:

- Minimum five (5) plus years related experience including previous experience supporting corporate executives. An equivalent combination of training and experience may be used to meet the minimum qualifications of the classification.

### Knowledge, Skills and Abilities:

- Strong administrative and organizational skills.
- Excellent communication skills – written, verbal and presentation
- Demonstrated ability to coordinate and complete projects on time.
- Successful experience prioritizing multiple tasks, managing projects and adapting to a changing environment.
- Demonstrated ability to take initiative and make independent decisions.
- Demonstrated ability to pay attention to detail and accuracy
- Demonstrated ability to establish and maintain an effective follow-up system to ensure timely and accurate handling of information requests.
- Demonstrated ability to use discretion and sensitivity when handling confidential information.
- Demonstrated excellence in customer service and problem resolution.
- Ability to perform in a dynamic and fast-paced environment.
- Ability to be flexible and adaptable
- Knowledgeable of clerical and administrative procedures and systems such as filing and record keeping
- Successful experience communicating with managerial and executive level staff and external professional contacts.
- Mid-to-advance proficiency with Microsoft Word, Excel, Outlook, Access and PowerPoint.
- Ability to discern the needs of others and to respond appropriately based on a clear understanding of the church's core values, policies and procedures.
- Ability to work evening and weekend hours as needed.

### Working Environment/Method/Styles:

Organizer, Supporter, People Oriented, Works well independently, or in a team environment

### Physical Demands:

- Sitting for extended periods, occasional standing, walking, bending, and lifting up to 15 lbs.

**The above Job Description is not intended to be an all-encompassing list of duties, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle responsibilities.**

**I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.**



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Employee Signature:		Date:	
Last Updated By:		Date:	11/2007