

Position: Elder Board Executive Administrative Assistant

Reports to: Chairman of Elder Board

Supervises: N/A

Classification: Full Time (40 hours/week), Non-Exempt

Purpose

To provide administrative support for all areas of Elder Board responsibility

Experience/Key Competencies

- Bachelor's degree preferred.
- Minimum of 8-10 years' experience in a senior administrative position.
- Exceptional organizational, administrative, and communication skills, and a demonstrated ability to effectively balance competing priorities, accomplish objectives, and meet deadlines with a calm and kind demeanor with diverse people and viewpoints under all circumstances.
- An ability to exercise a high level of professionalism, judgment, discretion, creativity, and confidentiality, particularly regarding information about individuals.
- Excellent written and verbal communications skills are required.
- Proficiency with information technology, and a willingness to explore and learn new technological solutions that can be used to facilitate Board meeting planning, event planning, communications, and the work of the Elder Board is required.

Key Responsibilities

- To manage the business office of the Board of Elders and to closely liaison with the office of Lead Pastor with a strong focus on practicing Christian values and virtues in the conduct of all activities personally and professionally.
- Serve as the liaison, communications conduit between the Elder Board and CoE22 Directors (ELT and DLT) and their staff as well as members of the congregation.
- Support the Elder Board by productively and efficiently coordinating and communicating meetings/appointments, providing general administrative support, representing the Elder Board positively with congregants or community interactions, and managing all travel budgets/expenses/schedules of the Elder Board. Attention to detail and effectively communicating these services/information are a critical success factor for this position in a fast-paced environment with 9 active members of the Elder Board.
- Manage the agenda preparation process and timely distribution of agendas and supporting materials for Elder Board and Elder Board committee meetings, and of other materials for Board review as appropriate.
- Timely delivery of minutes, decisions made and actions from Elder Board Meetings as defined by the Elder Board Chairman.

JOB DESCRIPTION

- Plan and coordinate the logistical arrangements - space and facility needs; Directors' travel, accommodations and meals; supplies and media equipment for meetings of the Elder Board and the Elder Board's Committees. Manage expenses/budget/reimbursements.
- Plan, organize, manage, and execute projects under the guidance of one or more "Point Elder" for a variety of diverse projects. These projects will include but is not limited to Elder retreats, Elder-led Prayer, Donor Development, New Elder training, and Elder travel. Must have the ability to self-evaluate and deal with fluctuations in work load and be able to creatively and effectively manage these fluctuations by working with the Elder Board to augment these resources as appropriate and necessary.
- Facilitate timely and informed review and decision-making by the Board including pro-active follow-up and status reporting on Elder requested/assigned projects or tasks throughout CoE22. Track statistical and other information important to the Elder Board as defined by the Chairman.
- Develop written standard operating policies and practices to facilitate timely and effective communications and information sharing with the Board and management that supports the work of the Board.
- In collaboration with and approved by Chairman, manage the process of the Elder annual mission and morale for each Elder and Lead Pastor evaluation.

Measurements of Success

- Model the Church of Eleven22's mission, vision, and core values
- Demonstrated ability to be disciple who makes disciples
- Individual Mission & Morale