



**Position Title:** Executive Assistant to Pastor/Head of Staff

**Position:** Exempt, 40 hours per week, may require some weekend and evening work.

**Primary Function:** The Executive Assistant is a full-time position responsible for supporting the Pastor/Head of Staff and the Worship & Music Ministry Unit to achieve the goals of Idlewild Presbyterian Church.

**Essential Functions:**

**Support of Pastor/Head of Staff:**

- Help maintain the Pastor/Head of Staff's daily schedule and handle assigned duties related to appointments.
- Take messages for the Pastor/Head of Staff and direct them to the appropriate parties when necessary.
- Update Pastors on deaths, hospitalizations and/or emergencies.
- Manage email and other correspondence
- Email on behalf of the Pastor/Head of Staff as directed
- Coordinate pastoral care visits
- Coordinate and schedule meeting of committees and church groups
- Attend meetings as requested and keep notes of the meeting
- Assist the Pastor/Head of Staff in keeping track of deadlines, due dates, and other tasks that must be done
- Schedule and serve as liaison for baptisms, funerals, and weddings
- Writes letters and other correspondence as directed.
- Creates the Session packet and provides administrative support to the Clerk of Session in preparing minutes.
- Provide needed support to Diaconate (preparation for meetings, etc.).
- Serve as Presbytery administrative liaison.

**Worship & Music**

- Create and monitor the pastoral concerns list.
- Support Pastor/Head of Staff with baptisms, weddings, and funerals.
- Enter Sunday worship attendance into Realm.
- Sunday worship set-up: sending out Sunday email, logistics, maintain correct parameters in Sanctuary
- Admin details for baptisms, funerals and weddings
- Baptisms – scheduling, talking to families, securing elder and child question asker for service.
- Keep up with Sunday Sanctuary flower orders.
- Work with congregants to ensure details and logistics for communion are covered.
- Acts as Membership Administrator and coordinates with individuals joining the church, and communicates with them about joining details and stewardship opportunities.
- Maintains potential new member information and church membership database.

### **Minimum Requirements:**

- Proven administrative or assistant experience, self-starter
- Positive attitude
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multitask and prioritize work
- College degree preferred
- Willing to obtain Notary Public License
- Excellent communication and customer service skills.
- Solid task orientation and organizational skills.
- Ability to maintain confidentiality.
- Ability to meet internal and external guests comfortably and confidently
- Computer Proficiency in Word, Excel, Publisher, PowerPoint, Constant Contact, Google suite, and WordPress.
- Experience with database management software.
- Writing and editing ability, possess proficiency in grammar, usage, and style.
- Must be able to communicate clearly both verbally and in writing with members, staff, and the public.
- Requires the ability to operate general office equipment such as a personal computer and telephone.
- Requires some lifting and carrying objects, such as office supplies, weighing up to 15lbs.

All employees must be able to pass a criminal background check. Applicants should provide at least three references.

Minimum Starting Salary: \$50,000 + Benefits

To apply: Please send a cover letter and resume to [jobs@idlewildchurch.org](mailto:jobs@idlewildchurch.org)