

CHURCH OF THE REDEEMER BAPTIST
1440 SOUTH 24TH STREET
PHILADELPHIA, PENNSYLVANIA 19146
CHURCH OFFICE: 215 465 1230 ~ FAX: 215 465 4010
WWW.COTRB.ORG

POSITION DESCRIPTION
ASSISTANT TO THE PASTOR

OVERVIEW:

The Assistant to the Pastor serves as the trusted assistant while providing administrative support to the Senior Pastor and the church. This position is responsible for supporting the Senior Pastor, managing the Senior Pastor's office, and serving as the first point of contact for visitors and guests of the Senior Pastor and the church. This position requires a cheerful, pleasant, and caring Christ-like spirit.

The Assistant is expected to use their personal gifts and technical skills for the benefit of a healthy church contributing to the Pastor's effectiveness and efficiency. They are expected to maintain complete confidentiality and serve as a caring assistant to interface with all members of the COTRB community.

A good sense of humor and the ability to effectively work with a diversity of people are essential.

ACCOUNTABLE TO: Senior Pastor

QUALIFICATIONS:

- Born again Christian.
- Familiar with the Baptist Faith doctrine.
- 4 years of work-related experience (Executive Assistant experience preferred).
- Possess computer skills (Microsoft Office Suite and an interest in social media and website updating).
- Be willing to participate in continuing education; seminars, training, etc.
- Be flexible in schedule as it pertains to church/pastor/congregational needs.
- Have the ability to develop and maintain working relationships, engage in creative problem solving, and identifying and implementing congregational gifts and talents.

HOURS: Part Time; 20-25 hours weekly (flexible schedule)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Assistant to the Pastor position's primary responsibilities include but are not limited to the following:

- Manage the Senior Pastor's calendar for appointments, meetings, and travel.
- Provide administrative support to the Senior Pastor (including correspondence, reports, files, etc.)
- Coordinate and organize daily office activities and operations and direct the workflow within the Senior Pastor's office.
- Provide support to the Senior Pastor in the work of assigned committees of the Church Council.
- Provide support to the Senior Pastor in preparation of worship materials for weekly services and special events.
- Provide hospitality support, arrange meals, accommodations, and logistics for meetings, events, guests, and programs hosted by the Senior Pastor.
- Maintain the daily and long-term schedule of activities for the Pastor's office, including calendar, travel schedule, accommodations and conferences, and provide back-up materials, special arrangements and transportation related to these activities.

CHURCH OF THE REDEEMER BAPTIST
1440 SOUTH 24TH STREET
PHILADELPHIA, PENNSYLVANIA 19146
CHURCH OFFICE: 215 465 1230 ~ FAX: 215 465 4010
WWW.COTRB.ORG

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

- Receive and respond to requests for speaking engagements, telephone inquiries and incoming mail.
- Sort and distribute incoming mail and other materials. Maintain paper and electronic files in a confidential manner.
- Monitor and reconcile expenses directly related to the Pastor's budget. Process invoices, expense reports, and other documents for payment.
- Other duties as assigned by the Senior Pastor.

CORE COMPETENCIES:

- **Hospitality:** Generates a sense of hospitality by his or her presence; communicates with a sense of warmth, openness and approachability; fosters natural connections between members of the church and with visitors; supports a culture of welcoming and belonging in the life of the church.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Attention to Detail:** Consistently attends to the many small pieces, which must be assembled into an organization as a whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value and need for sacred space and knows how to physically tend to it.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and responding with constancy of purpose; is seen by others as trustworthy and authentic.