



Mount Ararat Church is currently seeking qualified candidates to fill the vacant position of **Executive Assistant to the Senior Pastor**. We are looking for someone with excellent administrative, clerical, customer service skills, and more importantly, a love for servng people. Upon reading the requirements and expectations, if you are seriously ready to help **Empower People to Live Beyond Life Limitations**, please take the next step and submit your resume. Your resume will be reviewed by our ministry consulting company and someone from the firm will contact you.

WORKDAYS: Full Time | \$15.00 Per Hour

Monday – Thursday: 9:00am-5:00pm (Extended during special events)

Sunday: 8:00am-2:00pm

EXPECTATIONS

Direct support to the Senior Pastor. Establish and foster exemplary relationships with Church Staff/Volunteer workers, Church members, business partners and community leaders. Attend and set-up for ALL monthly Dream Team Leaders meetings. Answer and manage all phone calls. Serve as the primary contact between the Church and the external constituencies. Ability to use proper discretion when making ministry decisions. Maintain absolute confidentiality with Church information. Develop and maintain relationships with company vendors to ensure proper function and maintenance of office equipment including copiers, fax machines, telephone systems, voice mail, cellular phones, security system, etc. Responsible for ordering office supplies in advance and conducting inventory. Inputting Members/Guest information into the Church database and other services. Schedule meetings, spiritual meetings, weddings, funerals, etc. Administrative liaison for all ministries. Printing and folding weekly Church bulletins. Work with Finance Team to process Returned Check letters and maintain returned check database—as needed. Ensure individual contributions are inputted correctly into the system by volunteers/finance team. And all other office related duties.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED FOR THIS POSITION

Requires a minimum High School Diploma or its equivalent with at least 3 years of experience in the field or in a related area. Familiar with a variety of the field’s concepts, practices, and procedures. A wide degree of creativity and latitude is expected. Must possess the following skills: strategic planning, verbal and written communication, motivation, customer service, conflict resolution, multitasking, and project management. Must demonstrate the ability to receive instructions, interpret it, develop a plan of actions, and communicate to necessary parties. Must be a self-motivated person who is able to be effective when working independently without supervision and produce results. Must have computer skills in the areas of: **Microsoft Word, Excel, Power Point, etc.**

SUBMIT COVER LETTER & RESUME TO: info@bnbconsultingllc.com

SUBMISSION DEADLINE: February 28th, 2018