



## Position: Executive Assistant to the Senior Pastor/Head of Staff

- Manage Head of Staff's schedule, coordinate meetings and events, support correspondence
- General office – help answer phones and assist walk-ins
- Coordinate staff meetings, prepare staff meeting minutes
- Coordinate church calendaring meetings
- Coordinate baptisms, funerals and weddings
- Coordinate Annual Session Retreat
- Assist with Deacons, as needed
- Support Clerk of Session: coordinate and distribute session documents; prepare for monthly meetings; provide approved membership changes for data updates
- Coordinate Annual Officer Training – setting training dates, preparing materials, setting ordination and installation dates
- Coordinate staff retreat and annual staff Christmas party

### Qualifications:

- Demonstrated excellence in verbal and written communication
- Excellent organizational and time-management skills
- Strong interpersonal skills
- Personal integrity and the ability to maintain confidentiality
- Proficiency in Microsoft Office and Google Workspace

This position is part time and in person, 20 hours per week. Pay is commensurate with experience and qualifications. If you are passionate about supporting a vibrant ministry and have experience in administrative support, we invite you to apply! Please submit your resume and cover letter to [fpcbusadmin@boxp.net](mailto:fpcbusadmin@boxp.net).