

**POSITION**

The purpose of the SLT Executive Assistant (EA) role for Centerpoint Church is to provide administrative support to the SLT roles of Communications & Experiences Director (CED), Next Steps Pastor (NSP), and Family Life Director (FLD).

**ACCOUNTABILITY**

The EA will be directly accountable to the assigned SLT Member.

**FIT**

This person quickly adapts to changing situations by altering their approach or way of thinking. Applies creative problem-solving skills to develop solutions that eliminate unnecessary obstacles for staff and volunteers. This person can be trusted to use discretion in dealing with CP Staff and volunteers and maintain confidentiality of information or materials appropriate to the position. This person is enthusiastic and portrays joy for the ministry while having a genuine interest in others. This person showcases a can-do attitude and is ready to tackle any situation. This person establishes priorities and work sequences to coordinate efforts, maintain workflow, and meet deadlines, ensuring sufficient functioning through a smooth interface with related processes.

It is expected that the person in this role is a regular attendee of Centerpoint's weekend services, is Spiritually mature, and able to model the Christian life and financial stewardship. This person is a Partner of Centerpoint Church.

This position is 32 hours/week.

**IDEAL SPIRITUAL PROFILE**

- 1) Spiritual Engagement: Desiring to encounter the presence of God, they actively engage in spiritual practices and foster a deep connection with faith.
- 2) Spiritual Gifts: They utilize and develop their spiritual gifts to contribute to the community's growth and well-being.
- 3) Empathy and Compassion: A deep understanding and sensitivity to the needs of others.

**IDEAL PERSONAL PROFESSIONAL PROFILE**

The Executive Assistant should be a person who has these characteristics:

- 1) Experience in administrative management
- 2) Spiritual gifts of administration, service, and discernment, and love for Jesus!
- 3) Proven ability to use and learn various office software including, but not limited to; G Suite, database platforms, and data collection systems
- 4) Purpose-Driven: Their work aligns with a higher purpose, aiming to create meaningful and lasting impacts in every task.
- 5) Adaptable: Open to change and new experiences, they embrace opportunities to evolve and improve.
- 6) Innovative Thinking: Imaginative, original, and innovative, they constantly seek new and better ways to serve and glorify God.
- 7) Problem-Solving: Their creative approach enables them to find unique solutions to challenges, making them invaluable in a dynamic environment.

- 8) Organizational Excellence: Demonstrated ability to manage multiple tasks and priorities efficiently.
- 9) Effective Communication: Strong verbal and written communication skills, with the ability to connect with diverse audiences.
- 10) Be a gatekeeper: courteous to each person while protecting the staff team's time.

## **EDUCATIONAL EXPERIENCE:**

- 1) Degree in Business or equivalent in experience and education

## **KEY RESULTS AREAS**

### **1. Administrative**

#### ***Oversees and assists with all administrative duties as it pertains to the CED, NSP, & FLD***

- Keeps SLT calendar, schedules appointments, and provides phone support.
- Assist with printing, cutting, and distributing various materials.
- Ensures SLT offices have supplies and needed resources (some errands required).
- Filing and clerical support as needed.
- Takes minutes at meetings as needed.
- Compiles expense reports for the CED, NSP, & FLD.
- Complete and submit forms (i.e. check requests, reimbursements) as directed.

### **2. Project Management**

#### ***Oversees the completion of projects and tasks for self and CED, NSP, & FLD***

- Manages projects as assigned.
- Provides support and coordination to CED, NSP, & FLD teams.
- Anticipate and coordinate project communications.
- Support initiatives that the larger SLT implements.
- Assists with keeping CED, NSP, & FLD on top of production timelines; decisions on events, reports, trainings, meetings, etc.
- Anticipates calendar needs and aligns with ministry goals

### **3. Communication**

#### ***Provides support for all communication needs for the CED, NSP, & FLD***

- Maintain confidentiality of all sensitive information & requests.
- Assist with the development, design, writing, editing, production, and/or sending of communication to staff and the broader church on behalf of CED, NSP, & FLD as needed.
- Responsible for communicating pertinent information as to how things are working at Centerpoint to the CED, NSP, & FLD as needed.
- Assist with graphics/PowerPoint/social media preparation as needed.
- Communicates with and hosts all guest speakers during the weekend, seek night, and seek week services.

### **4. Event, Off-Site, & Meeting Planning**

#### ***Assists the CED, NSP, & FLD in planning and executing events with excellence***

- Coordinates in-office events and meetings under the scope of CED, NSP, & FLD (i.e. Team Rallies, Staff Fun Days, Staff Prayer, etc).
- Anticipates calendar needs and aligns with ministry goals
- Manages communication with staff, volunteers, and guests as needed.
- Researches and suggests event concepts.
- Adheres to an event budget.
- Creates agendas and shares with necessary staff members.
- Fully coordinates day-of responsibilities from set up, purchasing, and tear down.
- Communicates and requests materials and support from other departments within the given time frame.

- Assures that the event aligns with the mission and vision of the department and Centerpoint.
- Maintains professionalism and brings a can-do spirit to challenging moments.
- Supports EAs with events and additional duties as assigned.

**5. Data Management**

***Provides efficient and consistent collection and entry of data***

- Pays attention to detail when managing data.
- Responsible for maintaining and collecting necessary data for entry into the Rock platform.
- Produces results and maintains efficiency with no oversight.

**POSITION EXPECTATIONS**

**TIME**

As an SLT Admin, it is your responsibility to fulfill the expectations of this role as described and as directed. Ensure collaboration with other departments and ministry areas through clear communication.

- The majority of your time will be on-site.
- This position is full-time and non-exempt.
- This position is an hourly position.
- Attend 10:00 am Team Rally (*1st & 3rd Tuesday of the month*).
- Attend quarterly all-staff events such as Leaders' Advance, Christmas party, etc.

**CONDITIONS**

- Candidates must clear a background check
- Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church
- Commit to embracing and demonstrating the values of the church, including Biblical values related to holiness & human sexuality (as expressed in the FMCUSA book of discipline).
- Commit to working as a team with people and departments
- Be respectful and kind in all your dealings with staff, volunteers and the people we serve
- Be present at Sunday service; participate in generosity to Centerpoint Ministries through tithing
- Develop your unique voice within the team
- read and agree to abide by the policies of our Employee Handbook

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_