



CHURCH OF THE REDEEMER

JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE DEAN

Our mission is to follow Jesus as a worshipping, missional, community of faith.

EMPLOYMENT SPECIFICS

Supervisor: Dean

Weekly Hours: 25

Staff Mtgs Required: Yes

Sundays As Workdays: No

Professional Expenses: No

Character- Redeemer personnel strive to reflect the character of Christ in our actions, attitudes, affections, communication, work ethic, and behavior

Calling- We want each member of our staff to serve in the correct position, and to serve not simply for compensation, but out of obedience to a communally discerned call from the Holy Spirit.

Competency- Redeemer personnel should be effective in their areas of ministry and strive to grow in skill and wisdom.

Chemistry- Our staff team is a family and working well with other staff members, overseers, lay leaders, members of the Church, and people of the community is essential to our work.

Capacity- Our desire is for all of our personnel to give oversight responsibilities to areas in proportion to the employee's ability to be effective and healthy in ministry.

GENERAL DESCRIPTION

The Executive Assistant serves to support the ministry of the Dean through administrative and organizational leadership.

PURPOSE

The Executive Assistant serves as a trusted partner to the Dean to ensure quality and timely execution of the Dean's many responsibilities while creating a hospitable environment with high professional standards.

SPECIFIC DUTIES

Scheduling and Logistics

- Manage the Dean's calendar including executive scheduling, anticipating future needs to budget appropriate preparation time, identifying priorities, and enforcing proper boundaries.
- Provide logistical assistance including making travel arrangements, handling correspondence, and assisting in financial reporting..
- Assist in meeting preparation including ensuring radical hospitality, attending pertinent meetings on behalf of the Dean, taking notes, reporting, and organizing follow-up as needed.

Event Planning

- Oversee internal events at the church which fall under the Dean's general responsibilities including the leadership gala, staff events, the annual church-wide Harvest Festival, and various gatherings or meals throughout the year.
- Create and oversee event teams to assist in the delivery of high quality, creative, beautiful, efficient events.

Special Projects

- There are too many moving pieces of the ministry of Redeemer to itemize each task this position will influence. In summary, the Dean's Executive Assistant is a very important role that serves as an extension of his ministry, represents his office, brings appropriate leadership to entrusted areas, participates in strategic planning, and works for the health of the church's ministry, staff, and the Dean.

THE IDEAL CANDIDATE

- Is a high-capacity, detail-oriented self-starter with prior experience in an administrative role
- Is highly professional, but warm and welcoming
- Sees administration as a vital ministry in itself
- Desires to be an essential part of many aspects of the complex organization that is Redeemer
- Exhibits sound judgment with the ability to prioritize and make decisions
- Is energetic and eager to tackle new projects , find solutions, and form new ideas
- Is comfortable interacting with high-level leaders
- Is a team player capable of cultivating productive working relationships within the staff
- Is emotionally mature and dependable
- Thrives in a fast-paced environment
- Is profoundly trustworthy with sensitive or confidential information
- Is comfortable with technology

OTHER NOTES

- Hours are somewhat flexible (e.g. the Dean's day off is Friday, so a four day week M-Th is possible.)
- Any hours required outside of the normal working day will be made up through compensatory time. In other words, we will be as fair and as flexible as we possibly can to keep our staff healthy and happy.
- The only scheduled required travel is the annual all-staff retreat. There may be other opportunities for travel as need arises.

TO APPLY:

Please complete the online application (linked below) and send a resume and cover letter to our Executive Director, Jessie Meriwether - jessie@redeemergso.org.

<https://redeemergso.churchcenter.com/people/forms/740605>