

JOB DESCRIPTION

Title: Executive Assistant & Operations Project Manager

Time Commitment: Full Time

Supervisor: Senior Associate Pastor

POSITION SUMMARY

The Executive Assistant & Ops Project Manager is a highly organized and motivated person that assists the Senior Associate Pastor in leading Whitewater Crossing in the fulfillment of its mission and vision. The Executive Assistant & Ops Project Manager will also manage and oversee multiple AP and Operations projects as needed.

QUALIFICATIONS

- Committed and growing relationship with Jesus Christ.
- Authentic, servant-hearted leader
- Gifts of service, administration, and hospitality
- Results-oriented - proven ability to manage multiple tasks and projects at one time with various levels of responsibility in a fast-paced environment prioritizing the urgent vs the important
- A Problem-solver - the ability to plan 3-4 steps ahead, deal with challenges, and bring about solutions *before* they become problems
- High technical aptitude - strong computer skills and the ability to learn new programs including Rock, Planning Center, Google Drive, and other organization specific platforms
- Maintain confidentiality at all times
- Values both efficiency and excellence
- Flexible, entrepreneurial, and self-motivated
- Teachable spirit
- A sense of humor and appreciation for the privilege of serving others

RESPONSIBILITIES

Administration

- Coordinate calendar and schedule appointments for Senior Pastor
- Gatekeeping - positioning themselves between the public and staff members, and the Senior Pastor. In this capacity, screening/fielding phone calls, emails, taking requests for meetings and coordinating various aspects of interdepartmental communication will be necessary

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- Meet regularly with the Senior Pastor to plan and prepare for future meetings, planning, travel, speaking engagements, staff and donor development, and fundraising opportunities, etc.
 - Follow up with the Senior Pastor after meetings to implement action items
 - Submit expense reports for Senior Pastor and self
 - Organize and maintain files and records
 - Periodic travel with Senior Pastor to off-site meetings, out of town engagements, conferences, etc. as needed
 - Book travel and lodging accommodations as needed.

Collaboration and Communication

- Assist with Senior Pastor's communication, regularly corresponding on his behalf
- Collaborate and communicate with the staff team on behalf of the Senior Pastor
- Collaborate and communicate with the Elder Board on behalf of the Senior Pastor
This includes:
 - Preparing for and attending virtual and in-person Elder Board Meetings
 - Organizing and maintaining Elder files
- Communicate with community and church members, business leaders, and community partners, on behalf of the Senior Pastor
- Coordinate Senior Pastor's development of written and video communication for speaking, prayer, marketing, and fundraising purposes
- Coordinate personal communication with high level investors
- Coordinate requests for speaking engagements, off-site engagements, etc. on behalf of the Senior Pastor

Project Management (Operations)

- Managing operation projects involving: stewardship, finances, systems, and other areas in working with the Operations Executive Pastor
- Be able to successfully motivate, manage and coach others in a matrixed environment to ensure top level performance - specifically those without project experience
- Possess an attitude of ownership and accountability, integrative problem-solving skills, and the ability to think strategically while tactically setting goals and tasks scope
- Ability to execute to plans independently when needed while effectively managing risks and opportunities

STAFF CORE VALUES

Must be able to align with these core values:

- JOYFUL: We take God seriously but we don't take ourselves too seriously.
- LAST 10%: We say what needs to be said when given the opportunity.
- RIGHT MAILBOX: We talk to the right person during conflict.
- OTHERS FOCUSED: It's not about you!
- RESULTS ORIENTED: We fight for the win together.
- REAL: Sharing the real me with God & others.