

Executive Assistant/Office Manager

This is a Full Time position that reports to the Lead Pastor and provides support to the Next Gen/Teaching Pastor

Job Details

The Executive Assistant/Office Manager provides a high level of administrative support to the Lead Pastor and Next Gen/Teaching Pastor and oversees the office operations at Rose Drive Friends Church. As a vital part of the Staff Team, **this role requires the ability to maintain confidentiality and a professional demeanor, along with the ability to multi-task and organize. Successful candidates will have strong communication skills, be detail and customer oriented, and have the ability to manage multiple tasks.** In this position, teamwork is paramount with no task seen as too big or too small. Job tasks and descriptions below are subject to change and other duties may be assigned. Being flexible and reliable is a major component of being a part of our team.

Core Responsibilities

- Schedule meetings and manage Lead Pastor's calendar. Coordinate hospitality and travel as needed
- Act as point of contact and gatekeeper to screen Lead Pastor's calls and emails
- Create weekly sermon presentation slides
- Manage and maintain organizational database, calendar, and facility reservation systems
- Communicate with Elder Board, Student Ministry volunteers and parents, the Staff Leadership Team, church leaders, and outside organizations
- Write, edit, and format written copy for emails, memos, reports and prayer sheets
- Perform research, prepare reports, attend meetings and record minutes
- Manage information flow in a timely, accurate, and confidential manner
- Compile and submit expense reports
- Greet visitors, answer and direct incoming phone calls, assist in the onboarding of new hires
- Maintain office equipment, inventory and order supplies

Qualifications

- Excellent customer service, written and verbal communication skills
- Strong discernment, administrative, and project management skills
- Ability to handle multiple tasks efficiently and accurately in a fast-paced environment
- Experience with database management and Microsoft Office including Word, PowerPoint, and Excel
- An understanding of Rose Drive Friends Church mission, culture, and values

Preferred Qualifications

- B.A. in Communications, Marketing, or Business Administration or the equivalent in work experience
- 3-5 years' experience in a high-level administrative setting
- Ability to complete a wide range of tasks including email correspondence, spreadsheets, phone inquiries, digital file management, and the aptitude to learn new software

Other Expectations

- Embrace a high biblical standard of personal conduct and lifestyle
- Work hours are generally Monday through Friday, 8:30 AM - 4:30 PM. Occasional evening and weekend work may be required as job duties demand. Full-time staff attend an annual 3-day, overnight staff retreat.
- Regular attender of Rose Drive Friends Church

To apply, please send a resume and cover letter to jobs@rdf.org.