



## **PART-TIME EXECUTIVE ASSISTANT**

Pioneer Memorial Church is looking for a Part-time Executive Assistant to strategically support its Lead Pastor, ensuring the availability of appropriate skills and resources to achieve ministry objectives. You will lead the member relationship as it relates to weekly, periodic, and annual events, and be the chief liaison for members and students to help them maximize the partnership with the Lead Pastor through their effective engagement.

### **WHAT YOU'LL DO:**

- Provide essential support to the Lead Pastor as needed with preparation/follow-up for weekly, monthly, quarterly, periodic, and annual events
- Facilitate the partnership between the Lead Pastor and members by scheduling appointments, scheduling meetings, maintaining calendars, updating online reports, and managing the correspondence between the Lead Pastor and Associate Pastors, ministry leaders, member families, and others
- Actively manage the member relationships and the lifetime value of each member by notifying pastors, Church Board, and ministry leaders regarding births, deaths, weddings, hospitalization or disability, and other events regarding church members
- Keep lines of communication open and effective via follow up with members/prospects by preparing letters, memos, emails, reports, and other correspondence
- Schedule and prepare for baby dedications and baptismal events, as well as coordinate information regarding weddings and funerals
- Provide correspondence and administrative support to the Elders Board, Church Board, Pastoral Team, and Volunteer Engagement Committee (VEC)
- Provide administrative support and coordinate/assist with Communion service
- Manage HR processes for local hires with the Michigan Conference of Seventh-day Adventists
- Oversee, record, and track applications for emergency assistance and coordinate disbursements
- Coordinate/assist with special events/requests, including annual Easter, Thanksgiving, or Christmas meetings, meals, decorations; requests for sermon DVDs, etc.
- Create and maintain office filing systems, both electronic and physical
- Identify proactive and preventive opportunities and work with internal and external parties to offer solutions
- Operate office equipment including printers, copiers, fax machines, and multimedia instruments
- Perform other tasks and responsibilities as assigned by Lead Pastor or designate

## WHAT YOU'LL NEED:

- Insight into local congregation; ability to relate effectively inter-generationally
- Cordial and professional conduct: demonstrate a genuine desire to proactively serve and help internal/external 'customers' meet their needs
- Methodical knowledge of general office procedures
- Good Time Management: able to work independently/supervised and set priorities
- Competencies in planning, organizing, and decision-making; oral and written communication; information gathering and processing; strategic mission focus
- Digital literacy and communication: technical competence and understanding of Microsoft suite including Word, Excel, and PowerPoint, and knowledge of—or aptitude to learn/use—other office-related and church management software, such as Churchteams
- Collaboration, Teamwork, and Networking: work strategically with others to deliver results, while demonstrating strong interpersonal skills, adaptability, and versatility
- Resilience, Tolerance for change/ambiguity: can effectively cope with change, finding ways to advance work and projects
- Creative thinking, Innovation, and Positivity: seek new and better ways of doing things and generate original and imaginative ideas or solutions
- Confidentiality: committed to maintain and engender confidentiality
- Self-development: committed, and actively works, to continuously improve

## WHO YOU ARE:

- Active member of the Seventh-day Adventist Church. You are sound in the faith and committed to a lifestyle that upholds biblical morals and values.
- Humble. You serve with humility and empathy, respecting and learning from the perspectives of others.
- Conscientious. You keep your promises, taking your commitments to others seriously, and you have strong integrity.
- Curious. You are always learning and seeking ways to make things better.
- Tenacious, Self-motivated, Problem-solver. You are determined to succeed, and you are motivated by the success of the wider Pioneer family

**Share our values:** Pioneer champions the power of human connection and is dedicated to building a sense of belonging, where each contribution and each perspective is valued. Our mission to Love on the Move unites us.

**Make an impact:** The pace of work at Pioneer enables fast learning and fosters an environment where you can stretch yourself and make an impact.

**Learn and grow:** Pioneer is committed to growing the capabilities of our people, building a diverse community of learners who are willing to risk and explore new ways of thinking, expand their capabilities, and share their knowledge to enhance each other's growth.

Let us hear from you. Submit resume and cover letter to [admin@pmchurch.org](mailto:admin@pmchurch.org) by February 12, 2021.

*Pioneer will provide reasonable accommodations as requested by candidates taking part in all aspects of the selection process.*