



## PART-TIME EXECUTIVE ASSISTANT

Pioneer Memorial Church is seeking 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 maximize the partnership with the Lead Pastor through effective engagement.

### WHAT YOU'LL DO:

- Provide essential support to the Lead Pastor weekly, monthly, quarterly, periodically, and annually
- Facilitate the partnership between the Lead Pastor and members by scheduling appointments and meetings; maintaining calendars; updating online reports; and managing the correspondence with the Pastoral Team, ministry leaders, member families, and others
- Actively manage lifetime value and member relationships by notifying pastors and ministry leaders regarding births, deaths, weddings, hospitalization, disability, and other events regarding church members, and preparing for the related baby dedications, baptisms, weddings, and funerals
- Keep lines of communication open and effective via letters, memos, emails, reports, etc.
- Provide administrative support for Church Board, Elders Board, Communion Service
- Manage HR processes for local hires with the Michigan Conference of Seventh-day Adventists
- Coordinate and/or assist with special events and/or requests
- Perform other tasks and responsibilities as assigned by Lead Pastor or designate

### WHAT YOU'LL NEED:

- Confidentiality: committed to maintain and engender confidentiality
- Cordial and professional conduct with a genuine desire to proactively serve and help
- Insight into local congregation and ability to relate effectively inter-generationally
- 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; social media savvy
- Good time management and competencies in planning, organizing, and decision-making; oral and written communication; information gathering and processing; strategic mission focus
- Methodical knowledge of general office procedures
- Collaboration, Teamwork, and Networking: work strategically with others to deliver results

- Creative thinking, Innovation, and Positivity: seek new and better ways of doing things
- Resilience, Tolerance for change/ambiguity: can effectively cope with change and advance work
- 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 other perspectives.
- 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 October 29, 2021. *Pioneer will provide reasonable accommodations as requested by candidates taking part in all aspects of the selection process.*