

**BLACK ROCK CHURCH  
JOB DESCRIPTION**

**JOB TITLE:** Executive Assistant to the Executive Pastor

**JOB DESCRIPTION DATE:** June 2024

**JOB REPORTS TO:** Executive Pastor

**JOB CLASSIFICATION:** Full-Time \_\_\_\_\_ Part-Time \_\_X (Up to 20 hours)\_\_ Volunteer \_\_\_\_\_  
Exempt \_\_\_\_\_ Non Exempt \_\_\_x\_\_\_\_\_

**THE JOB:**

Black Rock Church is seeking a detail-oriented and organized Part-Time Executive Assistant to support the Executive Pastor. The Executive Assistant will play a key role in providing administrative support, coordinating meetings and events, and facilitating communication within the staff and broader contacts required by the Executive Pastor. This person will help the Executive Pastor fulfill their responsibilities and tasks to be efficient and effective.

**WHO WE'RE LOOKING FOR:**

- Strong personal relationship with Jesus, Christ-like character, desire to serve Jesus and Black Rock Church.
- Ability to be trusted with sensitive and confidential information.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment for the EP and yourself.
- Excellent written and verbal communication skills, with a keen attention to detail and accuracy.
- Proficiency in Google office (Gmail, Google Docs, Google drives, Google sheets etc.) and other relevant software applications.
- Previous experience in administrative support or executive assistant roles preferred.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- A positive attitude, willingness to learn, and ability to work collaboratively within a team environment.
- Commitment to the mission, vision, and values of Black Rock Church and a desire to support staff development and team dynamics initiatives.
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

**THE WORK YOU'LL DO:**

*Administrative Support:*

- Manage the executive pastor's calendar, schedule appointments, and coordinate meetings with staff members, volunteers, and external partners.
- Prepare and organize materials for meetings, including agendas, presentations, and follow-up action items.
- Handle correspondence, phone calls, and emails on behalf of the Executive Pastor, prioritizing and responding to inquiries in a timely manner.
- Help EP with tasks and responsibilities of Realm, and Staff tasks (scheduling or handling tasks associated with staff requests and HR follow up)
- Handle receipts and expense reporting for the EP.
- Manage all EP speaking engagement and travel opportunities, coordinating details with all.
- Create and manage daily, weekly and monthly task lists and plans for EP.

*Meeting and Event Coordination:*

- Assist in the planning, coordination, and execution of staff meetings, Direction team meetings, training sessions, and team-building activities.
- Arrange logistics for meetings and events, including room reservations, audiovisual equipment setup, catering, and travel arrangements.
- Plan and Coordinate staff events like Christmas parties, staff retreats, pastors gatherings and other events throughout the year.
- Record meeting minutes, track action items, and follow up on outstanding tasks to ensure timely completion.

*Communication Support:*

- Manage the email and correspondence of the EP.
- Manage phone calls and voicemail messages of EP
- Serve as a liaison between the EP and other staff members, volunteers, and others, conveying messages and information as needed.
- Coordinate with the Senior Pastor and Executive Director's Assistants.
- Draft and proofread communications, reports, and presentations for the executive pastor, ensuring accuracy and professionalism.
- Maintain confidentiality and discretion in handling sensitive information and communications.

*Data Management and Organization:*

- Maintain organized electronic and physical filing systems for documents, reports, and other materials related to staff development initiatives.
- Assist in data entry, record-keeping, and tracking of key metrics and performance indicators related to staff development and team dynamics.
- Generate reports, charts, and graphs as needed to support decision-making and evaluation processes.

*Receptionist:*

- Work as a Receptionist 4 hours a week answering calls and greeting people who enter.

*The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.*

**THE BIGGER TEAM YOU'LL JOIN:**

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

Email your resume, cover letter, and application below to: [jobs@blackrock.org](mailto:jobs@blackrock.org)