



SECOND  
PRESBYTERIAN  
CHURCH

## Second Presbyterian Church, Indianapolis: Position Description

### Executive Assistant to the Senior Pastor

<b>Reports to:</b>	Senior Pastor	<b>Effective:</b>	5/18/2021
		<b>Updated:</b>	5/17/2021
<b>Also Supports:</b>	Lake Fellows	<b>Status:</b>	F/T
		<b>FLSA:</b>	

#### Job Summary:

The Executive Assistant to the Senior Pastor is responsible for providing comprehensive support to the Senior Pastor and Senior Pastor's office by managing internal and external communication, meetings, and events related to the Senior Pastor's office, Session, Weddings, and Lake Fellow Residency program.

#### Essential Functions:

- Provide sophisticated calendar and travel management for the Senior Pastor.
- Plan, coordinate, and ensure the Senior Pastor schedule is executed in a timely manner.
- Provide administrative and communication support to the Senior Pastor including drafting internal and external emails and reports.
- Schedule, organize, and communicate details of meetings, events, and meals hosted by the Senior Pastor office. Reserve internal rooms or external venues.
- Provide communication between the Senior Pastor and session (the governing body of Second Presbyterian Church).
- Coordinate meetings and other session-related activities.
- Provide organizational support for the session through the preparation and formatting of session meeting reports and assigned committee meetings.
- Organize and convene monthly administrative staff meetings.
- Serve as the liaison between the administrative staff and the executive staff.
- Serve as the wedding liaison. Provide communication to and between couples, officiating pastors, CenterPoint Counseling Center, Music and Fine Arts, the wedding coordinator, the Facilities Staff, and the Communications Staff. Coordinate the scheduling and payment of weddings and wedding rehearsals.
- Provide administrative and scheduling support to the Lake Fellow Residency program. Organize annual events, weekly seminars, and serve as the primary point of contact between the Lake Fellows and the Senior Pastor.

#### Other Responsibilities:

- Answer phone, respond to emails, and re-direct any communication to the appropriate staff and departments as needed.
- Edit sermon manuscripts for website inclusion and print.
- Provide hospitality to guests, congregants, and staff who are interfacing or meeting with the Senior Pastor.
- Order and maintain supplies for the Senior Pastor's office.

- Other duties as assigned by the Senior Pastor.

### Minimum Qualifications:

- Proactive and resourceful. Anticipates potential problems or questions and proposes solutions
- Excellent written and verbal communications skills
- Diligent editing and proofreading skills
- Attention to detail and well-developed organizational skills
- Excellent time management and multitasking skills
- Strong interpersonal skills
- Professional discretion and confidentiality
- Strong database skills
- Proficiency in Microsoft Office programs
- Flexibility for occasional evening and weekend responsibilities

### Physical Qualifications:

- Able to climb stairs
- Sufficient mobility and stamina to fulfill the responsibilities outlined above

### Core Competencies:

- **Hospitality:** Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Initiative:** Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes, and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking, and judgment.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with a constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

**Disclaimer:**

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.