EXECUTIVE ASSISTANT TO THE SENIOR PASTOR POSITION
Ebenezer Baptist Church
407 Auburn Avenue, NE
Atlanta, GA 30312

EXECUTIVE ASSISTANT TO THE SENIOR PASTOR

General Responsibility Statement:

The incumbent is responsible for the day-to-day operations of the Office of the Senior Pastor.

Immediate Supervisor: Senior Pastor

Classification (Full-time, Part-time, Hourly, Salaried or Contractual): Salaried

Major Areas of Responsibility:

I. Maintain Senior Pastor’s daily schedule and duties

A. Coordinate and schedule all appointments for the Senior Pastor
B. Coordinate speaking / preaching engagements for Senior Pastor
C. Coordinate travel arrangements (flight, hotel, ground transportation, etc.) and create itineraries
D. Handle all correspondence (US Postal mail, e-mail, etc.) for the Senior Pastor routing it to appropriate staff members when necessary
E. Type and send any letters dictated by the Senior Pastor
F. Field all phone calls for the Senior Pastor’s office, take messages for the Senior Pastor and directing them to the appropriate parties when necessary
G. Update Senior Pastor on deaths, hospitalizations & / or emergencies
H. Write letters and other correspondence

II. Assist in planning meetings and special projects for the Senior Pastor

A. Prepare PowerPoint presentations
B. Compile hand-outs for meetings, presentations and special projects.
C. Order food and set up for monthly 1st Sunday Ministers’ Meetings
D. Coordinate or assist in the coordination of the Senior Pastor’s special projects and luncheons
E. Serves as liaison with other staff and leaders to carry out executive functions on behalf of the Senior Pastor’s Office
III. Additional Duties

A. Coordinate travel arrangements and provide ground transportation for special guests when needed
B. Update the Senior Pastor’s pulpit notes
C. Order any items the Senior Pastor needs
D. Provide Senior Pastor with follow-up reminders as needed
E. Ascertain availability of sound techs for church events
F. Supervise other Administrative staff

*Assist Senior Pastor with any other duties as assigned*

Education, Qualifications & Experience Recommended or Required:

- Some college education
- Proficient computer skills and knowledge of relevant software such as MS Office Suite, PowerPoint,
- Knowledge of standard office administrative practices and procedures
- Organizational and planning skills
- Communication skills
- Information gathering and information monitoring skills
- Problem analysis and problem solving skills
- Judgment and decision-making ability
- Initiative
- Confidentiality
- Attention to detail and accuracy
- Willingness to learn
- Flexibility

*MAIL ALL ITEMS TO:*

Office of the Senior Pastor
Ebenezer Baptist Church
407 Auburn Avenue, NE
Atlanta, GA 30312

*Email: careers@ebenezerchurch.us*