

NEW BEGINNINGS CHURCH
Rev. Dr. Michael L. Henderson, Sr., Senior Pastor

(Revised 11/2021)

JOB TITLE: Administrative Assistant to the Executive Assistant to the Senior Pastor

JOB DESCRIPTION OVERVIEW: Performs a variety of administrative tasks to ensure the smooth and efficient operation of the Executive Office. The ideal candidate will provide high-level administrative and production support to the Executive Assistant to the Senior Pastor. The highly-organized, detail-driven candidate must be able to shift priorities easily. The role requires strong administrative, communication and organizational skills. Candidate must be proactive, collaborative, flexible, and able to work independently with minimal supervision. Must have the ability to build strong relationships at all levels of the organization.

Key Accountabilities/Decision Making & Influence:

- Support Executive Assistant to the Senior Pastor in all aspects of the job while overseeing the administration of day-to-day operations.
- Manages daily calendar, booking appropriate appointments and utilizing creative time management skills to enable Executive Assistant to maximize productivity and use of time.
- Manages phone calls and emails.
- Coordinates meetings and conference calls.
- Plans appointments and events as needed.
- Prepares extensive travel itineraries and manages entire travel process, ensuring accuracy of travel itineraries (flight, hotel, transport, etc.)
- Partners with Executive Assistant to the Senior Pastor to manage short and long-term priorities in a timely manner.
- Collaborates and works effectively with other staff/team members to accomplish departmental goals.
- Provide support with the New Beginnings Experience Department and collaborate on the sub-departments and resource materials for the NBE, (New Beginnings Orientation/CONNECT/New Beginnings Fellowship Brunch.)
- Provide support and assist with Converge related reports, meetings, trainings, etc.
- Provide support to the Executive assistant with all responsibilities, marketing, promotions, and trainings under the MLH Ministries entity. This includes but is not limited to product/book sales and book signings as needed.
- Provide support for Leadership Training presentations by helping to create presentation material as needed for Pastoral onsite and offsite meetings and trainings.
- Support the Executive Assistant and serve as Conference/Workshop Support Coordinator.
- Assist with Administrative duties for Ministers In Training Class and Next Level Leadership Class. This includes overseeing the processes for attendance, homework collection, assigning partners, etc.
- Schedule weekly Production debrief meetings. Record, transcribe, and distribute minutes in a timely manner.
- Provide support to the office of the Elder on cross functional tasks that relate to the office of the Senior Pastor.

- Provide support and pastoral coverage for all major churchwide events. (Church Anniversary, Fuel For The Soul Plus, Thanks In Giving Outreach, etc).
- Provide support with arranging travel, accommodations, and all logistics for incoming guests for speaking engagements and major church-wide events.
- Review the Executive Assistant's calendar and coordinate meetings.
- Manage Executive Office Staff Volunteers assignments.
- Maintain filing system of important documents.
- Attend meetings upon request with/for the Executive Assistant to the Senior Pastor. Record and transcribe meeting minutes accordingly.
- Prepare official correspondence and emails on behalf of the Executive Assistant to the Senior Pastor.
- Provide support and coverage to the Senior Pastor as needed. This includes Sunday, Tuesday, and any other churchwide services and/or events.
- Research vendor pricing and advantages to support negotiations for new products and/or services.
- Willingly execute any other delegated tasks or responsibilities as needed.

Knowledge, Skills & Attributes:

- Minimum of 2+ years of experience as an Administrative Assistant reporting directly to senior level management
- Advanced Microsoft Office skills (Word, Excel, PowerPoint, Publisher), with an ability to become familiar with job-specific programs and software
- Excellent organizational skills with an ability to think proactively and prioritize work.
- Excellent written and verbal communication skills; polished presentation and hosting skills reflective of the Executive Office's values and integrity
- Ability to handle multiple deadlines with the ability to be assertive in order to have team adhere to deadlines.
- Ability to remain poised and stay responsive in making last minute changes to assignments due to shifting priorities.
- Ability to exercise discretion and confidentiality with sensitive company information