



Executive Staff Job Description

JOB TITLE	Executive Assistant	Year: 2021
DEPARTMENT	Executive	Full-time (40+ hrs)
REPORTS TO	Executive Minister	Weekdays/Weekends

POSITION PURPOSE

To assist the Executive Minister and Staff in the execution of ministerial and administrative responsibilities and projects as we seek to accomplish the Mission and Vision of Rocky Fork Fellowship:

MAKING DISCIPLES BY LEADING PEOPLE TO KNOW JESUS AND LOVE LIKE HIM

JOB SUMMARY

Enhance the effectiveness of the Executive Minister and Staff by providing excellent administrative, informational and management support with a ministry mindset. Pursuing and leading excellence in an atmosphere that values relationships and results.

ESSENTIAL RESPONSIBILITIES

1. Administration and Organization
 - serve as eyes/ears for the Executive Minister to avoid surprises, anticipate opportunities and support overall ministry effectiveness
 - proactively coordinate, facilitate and complete tasks and projects to support and maximize leadership effectiveness of the Executive Minister
 - manage all forms of communication, as needed, to ensure a smooth flow of communication to and from the Executive Minister
 - maintain the Executive Minister's calendar to support efficiency and protect from distractions
 - serve as gatekeeper for the Executive Minister keeping paths clear to enable effective leadership
 - develop and maintain filing systems (electronic and paper) to ensure ease of access to important documents and records
 - organize meetings, conferences, etc. led by the Executive Minister
 - attend and keep minutes at meetings at the request of the Executive Minister
 - coordinate and collaborate with all departments as needed to support excellence in ministry
 - research, collect and analyze information for special projects as instructed by the Executive Minister
 - manage guest accommodations to include communications, travel arrangements, greetings and hospitality
2. Support the operations of Rocky Fork Facilities
 - Under the direction of the Executive Minister, guide and oversee operations and facilities needs
 - manage facilities budgets
 - supervise and support the Facilities Manager
3. Support the operations of the Rocky Fork office
 - manage the procurement/usage of all office equipment
 - manage the budget for all office expenses
 - Support and/or supervise the Administrative Assistant(s), Receptionist(s), Special Events Coordinator and Accounting Team
4. Rocky Fork Staff Member
 - Assist in all churchwide events (Christmas, Easter, Outreach Events, etc.)
 - Attend all staff meetings
 - Collaborate with churchwide staff and volunteers to further advance Kingdom work at Rocky Fork

EDUCATION, EXPERIENCE, SKILLS AND ABILITIES

- Excellent professionalism with experience in customer service and office administration
- Excellent oral and written communication skills
- Proficient with Google Docs, Microsoft Office 365, Adobe Acrobat
- Ability to become proficient with web-based business systems such as; Planning Center, Power Church
- Experience and ability to plan, manage and execute a variety of activities and events within a prescribed budget
- Minimum of 5 years of administrative support and/or leadership experience, preferably in ministry, education or corporate work environment

VALUES AND COMPETENCIES

Upholds Rocky Fork's B.A.S.I.C. Staff Core Values

Bias for Action

- We don't just react we anticipate what needs to happen
- Driven to work hard
- Relentless pursuit of excellence
- Committed to punctuality & sensitive of people's time
- Deliver on commitments

Authenticity

- Keep it Real
- Real feelings are shared
- Speak the truth in love
- Honest evaluation of people & programs

Spiritual Growth

- Small Group involvement
- Joyful tither
- Student of God's Word
- Regular worshiper (consistent weekly attendance)
- Lead with grace

Integrity

- Do the right thing, even when it isn't easy
- A life above reproach
- Trustworthy in public & private
- Honor your commitment to family

Choose Unity

- Love the Rocky Fork Family
- Submit to Elders, Leaders, Supervisors
- Speak positively about RFF and her leaders
- Refuse to gossip
- A willingness to confront disunity with love and grace

KEY CORE COMPETENCIES FOR SUCCESS AND FIT

- Action Oriented
- Plans and Aligns
- Manages Ambiguity
- Situational Adaptability
- Collaborates

Note: The above statements and lists describe the job's essential responsibilities and requirements. They are not an exhaustive list of the duties that may be assigned permanently or temporarily to Rocky Fork Staff.