

## Position Description

<b>Division</b>	<b>Administration</b>
<b>Position Title</b>	<b>Executive Office Assistant/ Church Software/ Planning Center Coordinator/ Assimilation Secretary</b>

### Position Summary

We are looking for a dynamic Executive Office assistant to help with the church software planning center and the assimilation process who possesses skills and experience in administration, interpersonal communication, and project management. The ideal candidate must have a keen eye for detail, the ability to manage multiple projects simultaneously, superb organizational skills, and experience with planning center.

### Reports to: Executive Pastor

<b>Time Commitments</b>	Monday, Tuesday, and Wednesday from 9 am – 2 pm. Thursday from 9 am to 12 pm. Sunday 2 hours (different weekly times)
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### Essential Duties and Responsibilities:

- Assist executive office and leadership with church management operations related to planning center or other church software.
- Customize and oversee workflow development and automation within planning center software.
- Maintain the integrity of the church management database to minimize clerical and data errors.
- Coordinate and facilitate the church calendar for ministry leaders, staff, and volunteers.
- Assist with event planning and church event sign-ups for church activities.
- Continued education in planning center software to help provide efficient and effective ways of doing ministry.
- Participate in the process of visitors who attend their first time at PBC to church membership.
- Other office and administrative tasks as assigned by Executive Leadership.

### Knowledge, Skills, and Abilities

- The candidate has a working knowledge of church operations and has used planning center as a church member.
- Sound judgment and ability to maintain confidentiality.
- Dependability and accessibility
- Excellent administrative skills
- Critical thinking and problem-solving skills
- People Focused

- Excellent knowledge of Office 365 and Google Drive
- Excellent communication and organizational skills

#### **Spiritual Gifts Helpful to this Position**

- Administration
- Discernment
- Wisdom
- Leadership

#### **Character Traits**

- Passion for Christ and the work of ministry at PBC
- Excellent people, oral and written communication skills
- Team builder and team player
- Outstanding follow-through and task completion
- High integrity, trustworthy, on time, and reliable
- Self-motivator / self-starter

#### **Additional Requirements**

- PBC church member
- Attend service weekly
- Affirms PBC Statement of Faith
- Live a lifestyle consistent with Scriptural Principals

#### **Education and Professional Experience**

- Experience with Planning Center
- Project management
- Secretarial/ Administration office experience