

**Position Description:** The Executive Assistant to the Pastor serves as the trusted assistant while providing high level administrative support to the Senior Pastor and the church. The Executive Assistant must maintain complete confidentiality and serve as a caring assistant to interface with all members of the Calvary community. This position is responsible for supporting the Senior Pastor, managing the Senior Pastor's office, and serving as the first point of contact for visitors and guests of the Senior Pastor and the church. This position requires a cheerful, pleasant, and caring Christ-like spirit. A good sense of humor and the ability to effectively work with a diversity of people is essential.

**Responsibilities:**

- Scheduling and arranging travel plans for the Pastor (and family)
- Management of Pastor's professional and personal calendar
- Assisting with sending out of communications: on behalf of Pastor, letters, and correspondence
  - Resolutions
  - minutes from Pastoral led meetings (Diaconate, Leadership, etc.)
- Monthly filing and organizing Pastor's Office.
- Management of Pastoral expenses (receipts, cc invoices, honorarium, per diems, etc.)
- Oversee of monthly and seasonal mailings
  - Birthday Cards, Christmas Cards,
  - Calvary Chronicle w/ Pastoral Letter
  - Annual Report
- Serve as Pastor's Liaison for community efforts when he is unable to attend
- Coordinate with Deaconess with cleaning of clerical robes
- Coordinate with Health Care Ministry for stocking of towels
- Special Assignments as assigned by the Pastor

**Qualifications:**

- A clear testimony of faith and a vital, personal, and growing relationship with Christian beliefs evidenced by attitude and behavior.
- Embrace and adapt to growth, change, innovation, and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity, and leadership.
- Ability to create positive working relationships with a diverse group of people and volunteers.

- Strong work ethic and commitment to excellence.
- Maintain cooperative, healthy, and motivating relationships with leadership team, colleagues, and volunteers.
- Excellent customer service, interpersonal, verbal, and written communication skills.
- Proficiency in Microsoft Office Suite and Google Calendar.

***Education/Experience:***

- College degree.
- Five (5) to Seven (7) years' experience in office administration and support of a key executive.
- Database and computer software systems experience.
- Work experience in a church or non-profit preferred.
- Requires flexibility for occasional evening and weekend responsibilities.

***Job Type: Part-Time/Hourly***

*Salary: \$XX.00 - \$XX.00 per hour. (Based on education and professional experience)*

Variable Workweek

*If you are interested in applying for this position, please forward your resume to the Calvary Baptist Church Personnel Committee at the below address:*

**Calvary Baptist Church Personnel Committee**

**1184 Genesee Street**

**Buffalo, New York 14211**

Or: Send your resume in pdf format to [calvarybaptistbuffalo@gmail.com](mailto:calvarybaptistbuffalo@gmail.com)

The Calvary Baptist Church provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.