

**Job Title: Operations Executive Assistant**

**Job Summary:**

The Operations Executive Assistant serves the Journey Church Operations Team. The aim for the Operations Executive Assistant is to assist with communication, coordination of their calendars, and executing Sunday initiatives, fulfilling the needs of the principle as assigned.

Provides any support necessary to provide supervisors additional margin for ministry.

**Operational Responsibilities:**

- Manage calendars and schedule meetings by phone or email
- Manage multiple inboxes and respond to all communication within 24 hours during ministry week
- Various Data Entry & Database Management
- Facilities
  - Order campus cleaning supplies
  - Manage access to Journey buildings assigning keys and alarm codes as appropriate
- Financial
  - Count & Deposit the tithe with another associate
  - Maintain financial documents
  - Execute Giving Engagement strategy
  - Assist with processing payroll
- Human Resources
  - Maintain time-off requests calendar
  - Works as a member of the Human Resources team performing functions therein as assigned.
- Meetings
  - Attend weekly all-team meetings (currently at 11AM on Mondays)
  - Attend weekly staff lunch (currently 12pm on Monday)
  - Attend Operations Team Meeting (currently at 11AM on Tuesdays)
  - Work with initiatives of Communications Meeting & attend meeting (currently at 9AM on Mondays)
  - Take meetings on behalf of supervisors as requested
- Assist Operations Team with communication to all staff
- In-person office days: Sunday 8AM-1PM, Monday - Thursday 8AM - 3PM
- Other duties and special projects as assigned

**Requirements:**

- Knowledge of office management systems and professional procedures
- Excellent time management skills and the ability to prioritize various assignments and their respective deadlines
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Proficiency in MS Office (MS Word and Excel, in particular)
- Proficiency in G Suite (Calendar, Docs, & Sheets, in particular)
- Additional qualification: proficiency in church management databases (PCO) preferred
- High School diploma; additional qualification as an Executive Assistant preferred

**Profile, Experience & Skills:**

The Operations Executive Assistant should be a team player with high interpersonal skills who connects well with other staff and church volunteers. The Operations Executive Assistant should have an intimate knowledge of the Journey Church mission, vision, values, and biblical standards. This individual should possess the following characteristics: a love for Christ, excellent organizational skills, high integrity, and a sense of discernment.

The Operations Executive Assistant is required to safeguard all sensitive and confidential information and only use it or disclose it as expressly authorized or specifically required in the course of performing their specific job.