

Job Title: Executive Assistant Intern to the Lead Pastor
Reports To: Lead Pastor, Will Browning

Job Summary:

The Lead Pastor's Executive Assistant Intern serves Journey Church by supporting the Lead Pastor and providing any support necessary to supply him with additional margin for ministry. The aim for the Lead Pastor's Executive Assistant Intern is to assist with communication, coordination, and execution of the Lead Pastor's initiatives.

Primary Responsibilities:

- Manage the Lead Pastor's calendar and inbox
- Help the Lead Pastor prepare for important meetings
- Help administer the Sermon Prep Team (meetings, assignments, etc.)
- Record and log notes at important meetings as needed
- Help manage pastoral credit card receipts and purchase order requests
- Purchase or order materials requested by Lead Pastor
- Attend meetings:
 - check-in with Lead Pastor (currently at 10AM on Mondays & 9:30AM on Wednesdays)
 - All-Team meetings (currently at 11AM on Mondays)
 - Sermon Prep Team (currently 8AM on Tuesdays)
 - pre-record (currently 2PM on Thursdays)
- In-person office days: Monday & Wednesday 9AM - 3PM
- Work on special projects and other duties as assigned

Required Skills & Experience:

- Excellent interpersonal, verbal, and written communications skills
- Proficiency in Microsoft Office Suite, Google Apps, Planning Center, and Trello
- Thrive in a multi-task environment and troubleshoot issues that come up every day
- Must have good judgment, exercising discernment in decision making
- Efficient in data entry
- 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
- Strong organizational skills with the ability to multitask
- High School diploma; bachelor's degree or additional qualification as an Executive Assistant preferred

Profile:

The Lead Pastor's Executive Assistant Intern should be a team player with high interpersonal skills who connects well with other staff and church volunteers. The Executive Assistant Intern 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 Executive Assistant Intern 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.