

**Executive Assistant to Senior Pastor
Foundry United Methodist Church**

Reports to: Senior Pastor
Status: Full Time Non-Exempt

The Executive Assistant to the Senior Pastor serves as a trusted confidential assistant responsible for performing a wide range of duties that will facilitate the work of the Senior Pastor of Foundry United Methodist Church. Foundry is a large downtown Washington DC church whose diverse, ecumenical congregation and tradition of leadership in the community date to 1814. Successful performance of the functions of this position ensures that the Office of the Senior Pastor functions efficiently, conserves the Senior Pastor's time and relieves her of administrative detail.

Essential Functions

1. Hospitality
 - a. Answers and screens telephone calls incoming to the Senior Pastor's office, takes appropriate action and redirects calls as appropriate, always with an attitude of warmth, courtesy and helpfulness.
 - b. Welcomes guests of the Senior Pastor and provides an hospitable environment.
 - c. Manages logistics for outside speakers, including travel and lodging, and arranges for hosting by staff members or volunteers.
2. Scheduling
 - a. Maintains the Senior Pastor's appointment calendar.
 - b. Schedules requested meetings with staff, lay leaders, and others as directed, ensuring that the Senior Pastor is provided appropriate background material.
 - c. Schedules monthly check-ins, quarterly reviews, and annual performance assessments with direct reports. Maintains confidential notes and files of such meetings.
 - d. Schedules quarterly lay leadership gatherings, Management board Retreats and Staff Planning Retreats. Manages logistics for such events, as directed, including preparation and distribution of appropriate printed materials.

3. Correspondence

a. Manages the Senior Pastor's incoming correspondence, maintaining a log of correspondence received and due dates for response.

b. Drafts outgoing correspondence as directed by the Senior Pastor.

c. Monitors the Senior Pastor's e-mail and social media accounts, ensuring that responses are timely, making hard copy records as necessary or required and purging the accounts as appropriate.

4. Calendaring and Tracking

a. Maintains a master calendar for the Office of the Senior Pastor, including scheduled activities and events.

b. Maintains a tracking system for writing and task due dates. Prompts the Senior Pastor as due dates approach.

5. Staff Meetings and Worship Services

a. Takes minutes at staff meetings, highlights action items, and distributes to staff members for information and follow-up.

b. Attends worship services, tracking timing of services, and reporting to the Senior Pastor anomalies or issues that appear to require attention.

c. Attends other meetings at the direction of the Senior Pastor, reporting back as appropriate.

6. Administrative Functions

a. Receives, reviews, and files minutes of key committees and ministry teams, identifying and flagging for the Senior Pastor any need for Senior Pastor follow-up or engagement.

b. Manages the Senior Pastor's credit card(s) and acts to secure reimbursements as appropriate.

c. Tracks and files articles, interviews, and references to the Senior Pastor in specialized or general media.

d. Catalogs the Senior Pastor's sermons and other writings and maintains the master file of such documents.

e. Maintains and updates the Senior Pastor's *curriculum vitae* and biographical file.

f. Manages and coordinates communications, travel, lodging and other necessary arrangements for speaking and other engagements outside Foundry.

Core Competencies

- Education equivalent to or exceeding two years of college or specialized training in business or administration
- Progressively responsible experience as an executive or administrative assistant
- Ability to work in a fast-paced environment while maintaining an aptitude for detail and accuracy
- Ability to act with a minimum of supervision and a capacity to take the initiative
- Demonstrated ability to communicate effectively, both orally and writing
- A facility with office systems software and equipment and proficient in the use of the full range of computers and office equipment
- An ability to maintain strict confidentiality regarding all matters in the Office of the Senior Pastor.
- A warmth of personality conducive to maintaining an atmosphere of caring and hospitality
- As a principal representative of the Senior Pastor, and a continuing interface with staff and members of the congregation, possesses the ability to discern and reflect the characteristics of caring and concern emblematic of the Senior Pastor.
- Be a person of faith and a believer in Jesus Christ, willing and able to become committed to the mission of Foundry United Methodist Church.