

# Fellowship Job Profile

## Assistant to Executive Director

### Description

Provides personal and professional assistance to the Executive Director of the Office of the Senior Pastor. The ED is responsible for supporting and executing the overall vision and direction of Fellowship Church and the Senior Pastor. The ED leads two additional entities: Harambee Ministries and The Greatest Story. The assistant role provides support for each of those responsibilities.

### Objectives

- Organize and schedule appointments and meetings.
- Manage various email accounts ensuring efficient and professional responsiveness.
- Schedule and maintain details surrounding speaking requests and travel.
- Provide focus/agenda for weekly meetings.
- Provide weekly schedule of events ensuring proper oversight of responsibilities.
- Complete expense reports and manage financial accounts.
- Available to handle emails/texts throughout the weekdays and weekends.
- Available to assist/execute any variety of personal/ministerial needs.
- Compile and organize reports.
- Partners with Fellowship, Harambee and TGS associates to accomplish given tasks.

### Qualifications

#### 1. Personal

- Spiritually mature with high emotional intelligence.
- Commitment to quality and excellence.
- Positive, can-do attitude.
- Highly organized and detail-oriented.
- Flexible.
- Problem solver.
- Independent worker, self-starter.
- Confidential.
- Intuitive—connect the dots.

#### 2. Professional

- Project management.
- Intuitive with a variety of software and web-based programs/applications.
- Written communication.
- Task delegation.
- Ability to accomplish tasks and value people at the same time.

This full-time position will report directly to the Executive Director of the Office of the Senior Pastor.