



## Truth Point Church

### FULL TIME EXECUTIVE ADMINISTRATIVE ASSISTANT

**Church Profile:** Truth Point Church is a 7 year-old PCA, Bible-based, gospel-centered church located in West Palm Beach, Florida. Our mission is to join God in pointing people to the truth of the gospel, and our vision is to see our city and the world make much of Jesus.

**Position Overview:** The full-time Executive Administrative Assistant position is for 40 hours/ week and scheduled to work Monday through Friday from 9 AM to 5 PM at the Truth Point Church office.

#### Qualifications:

- 4 years minimum experience and/ or training in same or similar position
- Bachelor's degree preferred
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Proficiency in Bookkeeping, Filing (hard copy and electronic), and Dictation
- Experience in maintaining agendas, coordinating activities, and drafting letters
- Must be a Christian who supports the PCA and Truth Point Church's doctrine and vision
- Must be willing to join or transfer membership upon hire

#### Responsibilities

**a. Receptionist & Communications;** Greeting and assisting those entering church office.

Answering phones, returning phone calls and answering messages. Sending, receiving, sorting and distributing correspondence. Responsible for church-wide emails. Maintains Slack, GroupMe, and other TPC staff informational accounts. Serves as gatekeeper for Lead and Executive Pastors ensuring people are helped and served in a friendly and Christ-centered manner. Makes telephone calls for the Lead and Executive Pastors, as directed. Reviews and prioritizes telephone messages for the Lead Pastor. Oversight of Lead Pastor's email account, answering emails that do not require direct pastoral response, and preparing email response drafts when requested.

**b. Scheduling & Coordinating;** Maintains church calendar, advises responsible parties of upcoming events, and works with activity coordinators. Maintains Lead Pastor's appointment calendar. Makes appointments for the Lead Pastor while redirecting those appointments that can be appropriately handled by other pastoral staff members. Provides the Lead Pastor with updated daily, weekly, monthly and yearly calendars.

**c. Finances;** Makes payments for office rent, Sunday service rent and security guard services. Inventories and restocks office supplies within office budget. Assists the Executive Pastor with budgetary document preparation.

**d. Documentation and Filing;** Manages church files (hard copies and database). Prepares certificates (baptism, transfer of membership, etc.). Prepares and distributes weekly staff meeting notes/ minutes.

**e. Office Efficiency;** Observes, notes, encourages and implements necessary changes to improve office efficiency. Oversees printer and copier maintenance.

**Salary and Benefits:** \$38,400 / year (\$20/hr.), plus health insurance, 10 vacations days/ year, and 5 sick days/ year, and an awesome work environment (South Florida weather and fun co-workers!).