



EXECUTIVE ASSISTANT – Serve

PART TIME – 18-20 hours a week

JOB DESCRIPTION

OVERVIEW:

- Partner with the Serve Pastor by providing administrative support and assistance to enhance the effectiveness of TBC Ministries.

PREFERRED SKILLS:

- Writing, Typing, Reporting, Scheduling, Microsoft Office, Organization, Verbal Communication, Initiative, Confidentiality, Team Member, Attention to Detail and Accuracy, Adaptability
- Capability to learn and assist in the management of the ChurchTeams database

NON-NEGOTIABLE:

- **Salvation:** Born-again (John 3:3)
- **Maturity:** Growing in love for God and others (Matt. 22:36-40)
- **Unity:** Embraces the over-arching vision and mission of Trinity Bible Church and works as a team member to carry out such vision (Ephesians 4:1-16). Keeps all expectations set forth for a TBC member (i.e. adhering to our Doctrinal Statement, submitting to the leadership, etc.).
- **Performance:** Fulfilling your role and responsibilities to the best of your ability and to the glory of God (Colossians 3:23-24).

RESPONSIBILITIES:

- Prepare and/or edit correspondence from executive pastor level
- Plan and coordinate logistics for events (i.e. communication, location, menu, etc.) for events
- Manage executive-level pastor's schedule, requisition forms, and facility requests
- Assist in the preparation of materials, resources, and other needed logistics for the Serve Ministry
- Coordinate with TBC Administrative Assistants to ensure all ministries are fully supported at all times
- Other duties as assigned

To apply, send your resume to sknight@trinitybible.com