

JOB DESCRIPTION

Executive Assistant to the Executive Minister **Convention of Atlantic Baptist Churches**

This position is critical to the office of the Executive Minister. This person will be responsible for a wide variety of tasks and responsibilities. This includes such things as contact and correspondence with staff, individuals, and churches within our Convention, knowledge of routine office duties, and tasks assigned by the Executive Minister.

Requirements:

- Proficient in Microsoft Word, Excel and computers
- Experience in working with a database and web site
- Knowledge of filing system
- Organizational skills

Duties/Responsibilities:

- Opening correspondence for Executive Minister and responding as necessary
- File correspondence / material for future reference
- Oasis (Convention Assembly) preparation (printing of material, program, memorial moment list, etc.)
- Nominating Committee process (preparation of meeting, letters, etc.)
- Registration of clergy to perform marriages
- Coordinator of reports for annual Yearbook
- Council involvement in preparation of meetings, arranging meals, accommodation, recording minutes at Council meetings
- Arranging travel for Executive Minister when requested
- Provide change of contact information for clergy to Communications Manager
- Work closely with Ministry Secretary
- Preparation of ordination certificates for mailing to newly ordained pastors

Accountability: Responsible to the Executive Minister

Education: Post-secondary education in office administration preferred

Experience: Minimum five years with related experience an asset

Special Skills: Must be self-motivated and independent, able to work with a minimum of supervision and to work well with other staff in a team environment

Salary: To be negotiated

* Preference will be given to applicants possessing knowledge of the ministry and life of the Convention of Atlantic Baptist Churches.

* It is the policy of the Convention of Atlantic Baptist Churches that employees agree to sign the Covenant of Christian Workers.