

**Executive Assistant  
First Christian Church  
Johnson, Tennessee**

Full-Time  
Salary Pay

Apply by emailing: [ekane@fcc-jc.org](mailto:ekane@fcc-jc.org)

**Qualifications Desired:**

Preferred Qualifications. (special consideration given to candidates with these skills)

- Previous experience as an administrative assistant for at least two years
- Proven experience handling sensitive information with great care and trustworthiness
- Confidence communicating via phone
- Relishes a challenge
- Has a passion for administration and loves supporting the ministries of others
- Willingness to be flexible and adapt as needs arise
- This position reports to the Executive Minister.
- This position is a full-time role that serves on the Operations Team.

**Responsibilities and Duties:**

Your Role.

Support the Senior & Executive Ministers in the following general tasks, including but not limited to:

- Coordinate schedules including meeting scheduling
- Make room and communication requests
- Assist with verbal and written correspondence
- Make travel arrangements and prepare itineraries
- Reconcile credit card transactions
- Proofread
- Take minutes at All Staff Meetings and as needed
- Provide event support for meetings and activities including Sr or Exec Ministers
- Various staff care support and assist with coordination of staff fun efforts, including but not limited to: Annual Christmas Party, Annual Easter Eggstravaganza, Annual Spirit Week

Support the Senior Minister in the following specific tasks, including but not limited to:

- Coordinate appointments and meetings, welcome guests when appropriate
- Schedule and provide for Lunch & Learns with Sr Minister, Executive Minister and interns/residents.
- As applicable, respond to, delete, or notify Sr Minister of his public email correspondences
- Men's Ministry communication/admin support as needed

Support the Executive Minister in the following specific tasks, including but not limited to:

- Schedule various meetings with Exec minister and other staff members/appointments
- Update regular and annual documents including Elders roster and employee handbook with information provided by Executive Minister
- Support Elders team including monthly agenda, updating elder roster, printing and counting for elections and scheduling development meetings
- Assist with Resource Center additions and tidying
- Assist with missions meetings, communications and annual evaluations

#### Additional Comments:

First Christian Church is an imperfect group of people who have plenty of differences—and we love it that way. We're seekers and followers who have all come to the same realization: God is for everyone, so we are too. Together we seek to follow Jesus and tell the whole world about His love for them.

We say we're for everyone, and we mean it.

Our staff team works creatively to minister to people in all life stages, going to great lengths to make God's love known to them. Our Executive Assistant is someone who's ready to sweat the details, so others don't have to, enabling staff to pour themselves into their specific ministries. This position is critical to keeping things organized and running smoothly behind the scenes.

The ideal candidate is friendly and intuitive. Someone who lets nothing fall through the cracks and accommodates changes with ease. They're flexible and able to look ahead to anticipate the needs of others, but they also have situational awareness to step into the given needs of the moment.

This position is for a true professional in administrative tasks and verbal and written communication. They understand that their ministry looks different than

most of the staff and that they will often operate behind the scenes.

This role works closely with our Senior and Executive Ministers, facilitating details and ensuring they are set up to be as effective as possible. This position is vital to FCC's ministry and ultimately our ability to care for the congregation.