



**Emmanuel Baptist Church**

467 North White Road | San Jose, CA 95127

Tel: (408) 272-1360 | Fax: (408) 272-1809 | [www.emmanuelbc.org](http://www.emmanuelbc.org)

---

## Administrative Assistant to the Senior Pastor

### Principal Function:

The Administrative Assistant to the Senior Pastor has the responsibility of maintaining the pastor's daily calendar, travel arrangements, communications, verbal, written and online. This position handles all administrative and office needs of the Senior Pastor's position including but not limited to event coordination, online research, project planning and execution and a variety of administrative task.

This position requires an administratively skilled, energetic, enthusiastic individual, who is a team player and is passionate about serving the Lord. This position will report to the Sr. Pastor. The position will work closely with the Church Staff, Ministry Leadership Team, Deacons, Church Officers, Committees and the congregation of the church.

### Primary Duties and Responsibilities:

The position will perform a wide variety of administrative duties as required by the Sr. Pastor that will include answering telephones, responding to emails, maintaining schedules (calendar, appointments, etc.), making travel arrangements, and greeting visitors of the Sr. Pastor. It will require strong attention to details ensuring that all correspondence is proof read, grammatically correct and timely. Able to use initiative, and independent judgment within established policy and procedures to resolve administrative and procedural issues.

This position requires a person who is proficient in Microsoft Office, skilled Internet user and the ability to do research on-line.

The position requires a person who can represent the Sr. Pastor by attending internal and external meetings in his absence as needed and has the demonstrative ability to act as a liaison between the Church and the public as needed. The person will interact with the Sr. Pastor, Assistant Pastor, Ministry Team Leaders, Deacons, Church Members, Church Staff, Members and the public in an enthusiastic manner that is helpful, courteous, pleasant, and professional.

This position requires a person who has the ability to keep confidences and use discretion in discussions of sensitive matters.

This position requires a person with a servant's heart and a willingness to go the extra mile to get the job done and who models a consistent walk with Jesus Christ in speech, actions, and attitude.

---

Where **GOD** is doing something *special...*



**Emmanuel Baptist Church**  
467 North White Road | San Jose, CA 95127  
Tel: (408) 272-1360 | Fax: (408) 272-1809 | [www.emmanuelbc.org](http://www.emmanuelbc.org)

---

#### **Requirements: Knowledge, Skills, Abilities:**

- A person with knowledge, experience and comfort level working in a Christian environment is preferred.
- Must have prior experience of working in and administrative support position.
- Must have command of the Microsoft Suite Software and be technology literate.
- The ideal candidate will maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and applying that knowledge to the operations of the Sr. Pastor's office and staff.

#### **Requirements: Educational Skills**

- A high school diploma required
- Bachelor degree is preferred, but not required