

ST. PAUL'S EPC

Position: Executive Administrator

Location: Somerset, PA

Status: Full Time Salaried with benefits

Reports To: Pastoral Staff/Church Leadership Team

Summary: This position will support the church's mission by providing high level administrative leadership. It involves leadership development, system creation, effective communication with comprehensive project and team support.

Qualifications:

- Mature walk with Christ
- Prior administrative experience, preferably in a church or non-profit setting
- Exceptional organizational and time management skills
- Strong written and verbal communication abilities to interact effectively
- Technical efficiency with church office software, i.e. tech savvy
- Strong interpersonal skills to work collaboratively with others and handle confidential information with discretion

Specific Responsibilities:

- Leadership development involving coaching, equipping and mentoring staff
- Preside over one third of the Church teams and committees with other leadership personnel
- Manage and delegate administrative tasks via network resources and the individuals best equipped to complete them
- Provide oversight and resource the small groups of the church
- Collaborate with the website manager to integrate existing technology systems into the website to accurately reflect the life and activities of the church