



**THE COMPASS CHURCH**

## **Job Description**

**Position:** Executive Assistant to the Senior Pastor

**Reports to:** Senior Pastor – Jeff Griffin

**Schedule:** Part-time (1,400 hours per fiscal year; est. 26 hours/week) / Hourly, Non-Exempt

**Employment Classification:** Administrator/Assistant (A)

### **Role Overview:**

This role serves as an extension of and an advocate for the Senior Pastor. This position works primarily out of our Central offices in South Naperville. The work schedule typically revolves around a midweek Monday-Thursday schedule; however, it may also include some on-call and weekend obligations.

### **Responsibilities:**

- Manage the Senior Pastor's calendar, scheduling events and arranging meetings on his behalf.
- Handle correspondence, emails, and phone calls on behalf of the Senior Pastor. Ensure responses are sent in a timely manner.
- Manage receipts, prepare, and process monthly expense reports for the Senior Pastor.
- Support the elder board with their monthly meetings (room scheduling, meals, etc.).
- Handle travel arrangements for Senior Pastor (conference registrations, hotels, air travel, rental cars).

### **Projects and Role Support**

- Meet with Senior Pastor weekly and as needed.
- Coordinate the completion, formatting, and distribution of weekly sermon-based questions.
- Research items and topics at the Senior Pastor's request (sermon topics, guest speakers).
- Identify and facilitate guest speakers (travel, honorariums, logistics).
- Coordinate with Campuses for congregation/staff care, weddings, funerals, etc.
- Maintain all Senior Pastor files, including sermon files.

### **Qualifications:**

- Proficiency in Microsoft Office suite and other relevant software applications.
- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- A willingness to be flexible and to take on other duties as assigned.

### **Additional Requirements:**

- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.