

4967 Fincher Rd
Canton, GA 30114
(678) 372-2955



Executive Admin to the Senior Pastor

The moment that you step on to our campus and interact with our people, you'll notice Shoal Creek is not your ordinary church. Nestled in the beautiful North Georgia countryside, our church is passionate about loving Jesus and loving others. Throughout our congregation we are a people who love people as we seek to fulfill the Great Commission. The vision of our church is to impact our local community, state, nation, and the world for Jesus.

About the Role

The Executive Admin performs assigned office work in the ministry of supporting or relieving staff of administrative and clerical duties. Along with performing essential clerical duties, the Executive Admin will help fulfill the administrative needs of the Church Executive Leadership. The Executive Admin reports to the Senior Pastor and the Church CEO officer.

Our Ideal Candidate

Above all, you love the Lord and are passionate about seeing lives changed by the power of Jesus Christ. You are excited and passionate about people. You have a talent for managing multiple projects with excellence. You are professional, kind, compassionate, and able to maintain composure in stressful situations.

You are passionate about the details. You work well with those you disagree with. You are able to learn and teach new processes. You aren't afraid to try new things. You are receptive to feedback and passionate about learning.

What You Will Do

Although this list is not comprehensive, as the Executive Admin, you will:

1. The Executive Admin reports directly to the Senior Pastor
2. Fulfill the administrative needs of the Church Executive Leadership
3. Handle communications to and from the office of the Senior Pastor
4. Partner with the Senior Pastor to handle scheduling needs
5. Prepare correspondence, newsletters and other church communications using

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- computer equipment as required.
6. Perform general office work; maintain office supplies and various files; keep records and compile these into appropriate scheduled reports.
 7. Review, open and distribute mail. Answer routine letters appropriately.
 8. Gather, edit, prepare, and print the church bulletin.
 9. As requested, assist in the orientation and training of other paid and volunteer office workers.
 10. Act as required during supervisor's absence in making decisions or taking any necessary action not requiring supervisory approval.
 11. Always act tactfully, courteously and diplomatically answer the telephone and receive visitors.
 12. Keep calendar of appointments and maintain church calendar.
 13. Notify committee members of meeting dates.
 14. Order literature, office supplies and materials.
 15. Partner with other volunteers to ensure seamless communication.
 16. Maintain written and digital church records.
 17. Lead or partner with volunteers to ensure proper communication via website, social media, and e-mail.
 18. Perform other duties as assigned by Senior Pastor.

Your Qualifications:

- Keen sense of organization
- Excellent written and verbal communication skills
- Expertise with Microsoft Word, Excel, and PowerPoint
- Excellent Phone Etiquette
- 2+ years of office management

Requirements

- All candidates must acknowledge and uphold the Beliefs and Culture of Shoal Creek
- A growing Christian faith and character
- A Commitment to the mission of the church