

**Job Description**  
**Executive Assistant**  
**Plymouth UCC Des Moines**

**Reports to:** Director of Operations and Finance  
**Status:** Full Time  
**FLSA:** Non-exempt

**Job Summary**

The Executive Assistant provides administrative support to the Senior Minister, pastoral staff, and Director of Operations and Finance to further the mission and goals of Plymouth Congregational Church UCC.

**Essential Functions:**

- Completes a variety of tasks for the Senior Minister and Director of Operations and Finance including, but not limited to managing calendar appointments; composing and preparing correspondences; and organizing and compiling documents for meetings.
- Communicates directly with staff, board members, lay leaders, congregation members on matters related to the church.
- Researches and follows up on incoming issues addressed to the Senior Ministers and Director of Operations and Finance, including those of a sensitive or confidential nature.
- Completes critical aspects of deliverables with a hands-on approach, including drafting letters, personal correspondence and other tasks that facilitates management's ability to lead the organization.
- Assists with the creation of administrative procedures and development of communication systems.
- Manages organizational communication, schedules, and logistics for key internal events such as board meetings, staff meetings, and other church events. Schedules virtual or on-site space. Collates and distributes materials as required. Maintains accurate records of all minutes for accurate retention and record keeping.
- Ensures efficient operation of the office by coordinating volunteers and managing office supplies.
- Maintains the church calendar and schedules events using the facility.
- Maintains the membership database and book of life.
- Provides initial contact for wedding, baptism and funeral inquiries and disseminates to appropriate groups and individuals.
- Maintains rosters for Plymouth boards & helps coordinate the annual nominating process.
- Coordinates and trains office volunteers.
- Assists in answering the main phone line and calls as needed to staff.

- Maintains and updates office phone list, email distribution lists, and other similar systems.

### **Core Competencies**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The core competencies listed below are representative of the knowledge, skill and /or ability required.

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- **Self-Development:** sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.
- **Team Orientation:** demonstrates interest, skill and success in team environments; places group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable.
- **Time Management:** Able and willing to focus time on tasks that are more likely to meet goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately attend to a broad range of activities
- **Verbal Communication:** Is able to speak articulately and clearly in a variety of communication settings and styles; can get a spoken message across that has the desired effect; Adjusts and fine-tunes communication in response to both verbal and non-verbal cues
- **Written Communication:** Is able to write clearly and succinctly; can get messages across that have a desired effect; clearly articulates message content and projects an appropriate tone.

**Minimum Qualifications:**

- Bachelor’s degree is required.
- Minimum two years of administrative experience.
- Proficient in Microsoft Office, Adobe, Outlook, and social media web platforms.
- Knowledge of church software preferred
- Knowledge of basic office equipment.
- Ability to communicate effectively through spoken and written means.
- Christian background and can identify closely with the mission, values, vision and priorities of Plymouth.
- Criminal background check is required.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to lift and carry 20 pounds on occasion. The employee must frequently reach, handle, feel, talk and hear. Vision requirements include near acuity, far acuity, color vision, depth perception, and accommodation.

**Acknowledgement:**

I have carefully read and understand the contents of the job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements or working conditions associated with the job. While this list is intended to be an accurate reflection for the current job, Plymouth Congregational Church reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as direct by Plymouth congregational Church. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason. And Plymouth Congregational Church has a similar right.

\_\_\_\_\_  
Employee’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date