

Executive Assistant

Title: Executive Assistant

Type: Regular Employee

Status: Hybrid, Part-time, Non-Exempt, 15 hrs/week

Salary: \$30-35/hr

Schedule: Tuesday through Friday, generally during the hours of 9:00am-2:00pm Pacific time. Hybrid (minimum 1 day per week in office; once a quarter, half day Saturday gathering of Presbytery in-person)

Purpose: Provides high-level administrative support directly to and primarily the Executive Presbyter and Stated Clerk, secondarily to the Accountant and Treasurer, and, as needed and where appropriate, to the entities and ministries of the Presbytery of San José

Position Responsibilities:

- Provides administrative support for special events, special projects and initiatives, as needed or as assigned by the Executive Presbyter.
- Updates and maintains the CRM (In-Context) for the Executive Presbyter and Stated Clerk
- Supports the Executive Presbyter and Stated Clerk in their pastoral and administrative interfacing with the committees/task forces/work groups, congregations, affiliated non-profit entities of the Presbytery
- Supporting the Stated Clerk by: preparing and organizing materials for Presbytery meetings, Coordinating Council meetings, assisting in the preparation of minutes of those meetings, and providing any other area of administrative support to the Stated Clerk as needed.
- Supporting the Accountant and Treasurer by: scanning financial documents, performing mobile deposit of checks, maintaining a bank deposit log, and assisting with record retrieval as needed.

Key Relationships, Accountability, and Evaluation:

- **Reports to:** The Executive Presbyter
- **Coordinates:** With the Stated Clerk and the Presbytery Accountant
- **Evaluation:** Annually by the Executive Presbyter and Presbytery Personnel Committee

Skills, Knowledge, and Abilities Needed:

- Minimum of 3-5 years of executive assistant experience.
- Exceptional organizational and time management skills.
- Demonstrated proficiency in business writing and professional communication.

- Proficiency in Microsoft Office suite applications
- Ability to handle multiple tasks with attention to detail and accuracy.
- High degree of discretion and ability to maintain confidentiality.
- High degree of emotional intelligence and self-awareness
- Proactive problem-solving abilities and a strong service orientation.
- Ability to effectively navigate relationships with multiple stakeholders within the Presbytery and the Synod of the Pacific