

**Position Title:** Executive Assistant Experience Team  
**Teams/Ministries:** Experience Ministries

**Position Type:** PT/Salaried/Exempt  
**Reports To:** Experience Pastor

**Purpose of Role:** To support the mission of Journey Church through excellent and effective administrative services and assistance, utilizing all facets of the ministry processes for the Experience Ministries Team.

**Primary Focus:**

- Streamlines all facets of ministry administrative processes for the Experience Pastor & Associate Pastor.
- Collaborates and assists with administrative needs for all Experience Ministries including Multisite, Ministry Residency and other needs as assigned.
- *Communicates effectively as a first point of contact representing the ministries and Pastor(s).*
- *Facilitates and coordinates all needs for managing, planning and follow-up for all ministry programming and events.*

**General Responsibilities:**

- Serve as the primary point of contact for Experience Ministries administrative needs.
- Gatekeeper to assist with ministry Serve Team volunteers and assists ministries with their training, discipleship, development, and follow up.
- Manages all aspects of CCB platform (Church Community Builder) software for Experience Ministries to ensure follow up is happening with every person and event.
- Manages and coordinates room and resource requests as requested.
- Assists with all aspects of financial stewardship, accounting, event registrations & tracking for each ministry budgets that are assigned.
- Supports Experience Pastor and Associate Pastor as requested.
- Communicates, collaborates and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays or when requested
- Attends monthly: all Staff meetings, Ministry Assistant Team Meetings and other meetings as requested by the Ministries Pastor. Assists Ministry Assistant Team with church wide administrative duties as assigned.
- Ensures accurate and timely input of attendance for Experience Team events.
- Coordinates and schedules volunteers for events as needed.
- Effectively communicates with other departments regarding Experience Team events and status of requests.
- Prays regularly for the church and its people, and models spiritual vitality and accountability
- All other duties as assigned.

**Experience & Education Required:**

- Comfortable and friendly demeanor when contacting people (over the phone and in-person)
- Excellent verbal and interpersonal skills. Proficiency in Mac OS and Google Docs. Ability to learn and use CCB software
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively. Strong organizational skills. Proven track record of effective time management.
- Team player who has excellent written and verbal communications skills and is mission driven.

**Possess and exhibit the following core values in their daily lives:**

- Love for God and Love for People
- Work ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church is being an active member and attender.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_