# Church Doctor Ministries
## Position Description

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| **Job Title:** | Executive Assistant, Event Planner |
| **Reports To:** | Ministry Leader |
| **Location:** | Remote |

**POSITION SUMMARY:** This team member will perform a number of diverse duties required for the advancement of the mission of Church Doctor Ministries and its various initiatives. This position requires exceptional communication, organization, and follow-through skills to be applied in all aspects of work completed. This position requires an active, committed Christian with a heart for helping churches, pastors, and Christian leaders become most effective at reaching more people for Christ.

**Primary Responsibilities and Duties:**

1. Provide professional, executive level administrative support to the Ministry Leader. Performs administrative support duties following established systems, guidelines, and standard ministry systems. Works closely with leader to carry out specific projects and assignments related to the advancement of the mission of the ministry.

2. Maintains ministry databases using data/cloud management systems. Uses established online technology platforms to perform assignments. Keeps databases, client profiles, and donor profiles current.

3. Assists with the coordination, production, organizing of content and materials for workshops, events, presentations and public presentations. Supports the marketing team in these efforts as needed.

4. Prepares meeting agendas and materials following existing templates and process. Participates in team meetings, sends meeting summary to leader. Prepares ministry board of director's agenda, meeting materials. Coordinates with ministry leader all aspects of ministry team meetings and board meetings.

5. Responsible for logistics and planning for ministry travel for the leader. Performs logistics and travel planning as needed for other team members as needed.

6. Assists the leader in planning, coordinating, and organizing all aspects of regional, national, and international immersion trips and ministry trips.

7. Works with ministry CPA to perform basic bookkeeping, financial systems management, payroll, and donor tracking management duties.

8. Maintains inventories for all resources, materials, and items needed for sales, marketing, events, and donor activities. Processes online orders.

9. Follows all procedures and process for completing projects with highest level of accuracy and attention to details.

10. Works with ministry team to follow production schedules and processes for all ministry newsletters and content, appeals, and ministry communication projects related to donor development.

11. Must be able to use key time management practices to achieve most efficient and effective results. Be willing to operate as a focused member of the team in our culture of low control-high accountability.

12. Other duties as assigned.

**MINIMUM SKILL QUALIFICATIONS:**

- Excellent computer skills – Proficient in all Microsoft Office Products, database management, internet use.
- Efficient operation of office equipment – multi-line telephone system, copier, printer, fax machine.
- Excellent communication skills, organizational skills, and extreme attention to detail.
- Ability to learn new things quickly and adapt to changing ministry environment
- Must be able to function in a technology driven office environment using online platforms and tools such as Evernote, Slack, Gmail, and Google Calendar.
- Should be pro-active, self-starter able to take initiative and be part of an innovative, energizing ministry environment.
- Must be familiar with QuickBooks Online or be willing to be trained.
- Must have experience serving in part time or full time Christian ministry or parachurch ministry experience. (Please do not apply without Christian ministry experience.)

**Character Traits, Spiritual Gifts, Ministry Experience:**

- Must be willing to participate in candidate screening and survey process that will include taking personality and skills assessments.
- Must be willing to discuss Christian ministry experience and approaches to personal and professional Christian ministry activities.

**Other Details:**

- Must be available for dedicated online office hours Monday through Thursday from 8:30 am to 3:00 pm. Fridays are flexible.
- Must be able/willing to travel from time to time for ministry events; local, regional, national and international. Travel dependent on ministry team needs and personal interest.
- Must have valid US identification, a US passport, or be able to obtain a US passport.
- Must have reliable transportation and be able to lift at least 35 pounds.
- Compensation incentives available based on personal and corporate ministry performance.

**Application Requirements:**

**Email the following to tracee@churchdoctor.org**

- □ Resume detailing all professional work experience including ministry experience, paid or volunteer
- □ Cover letter
- □ Three References (contact information and relationship to you)
- □ No phone calls

Date Revised AUGUST 21, 2023 TJS