

## EBC JOB ANNOUNCEMENT:

<b>Position:</b>	<b>EXECUTIVE ASSISTANT TO THE SENIOR PASTOR</b>
<b>General Responsibility Statement:</b>	This person is responsible for the day-to-day operations of the Office of the Senior Pastor.
<b>Immediate Supervisor:</b>	Dr. Raphael G. Warnock
<b>Classification:</b>	( <i>Full-time, Part-time, Hourly, Salaried or Contractual</i> ): Salaried

Please send resumes to [careers@ebenezerchurch.us](mailto:careers@ebenezerchurch.us)

### Major Areas of Responsibility:

#### Maintain Senior Pastor's daily schedule and duties

- Coordinate and schedule all appointments for the Senior Pastor
- Coordinate speaking / preaching engagements for Senior Pastor
- Coordinate travel arrangements (flight, hotel, ground transportation, etc.) and create itineraries
- Handle all correspondence (US Postal mail, e-mail, etc.) for the Senior Pastor routing it to appropriate staff members when necessary
- Type and send any letters dictated by the Senior Pastor
- Field all phone calls for the Senior Pastor's office, take messages for the Senior Pastor and directing them to the appropriate parties when necessary
- Update Senior Pastor on deaths, hospitalizations & / or emergencies

#### Assist in planning meetings and special projects for the Senior Pastor

- Prepare PowerPoint presentations
- Compile hand-outs for meetings, presentations and special projects.
- Order food and set up for any meetings the Pastor calls which may require it.
- Coordinate or assist in the coordination of the Senior Pastor's special projects (*i.e.: Vision Luncheons, Director of Worship & the Arts Search, etc.*)

#### Assist Senior Pastor with any other duties as assigned

- Assist in filing and organizing sermons and other documents
- Order & arrange for pick up of lunch, dinner as needed
- Follow-up on any items as directed by the Senior Pastor

#### Additional Duties

- Coordinate travel arrangements and ground transportation arrangements for special guests when needed
- Communicate with Security regarding reserved parking for special guests
- Reconcile monthly credit card statement
- Prepare weekly W.O.W. (Worship on Wednesday) bulletin
- Update the Senior Pastor's pulpit notes
- Order any items the Senior Pastor needs
- Provide Senior Pastor with follow-up reminders as needed
- Ascertain availability of sound techs for church events
- Assist Administrative staff when needed (*i.e.: process checks; collect money/write receipts; create flyers, answer phones, etc.*)

#### Education, Qualifications & Experience Recommended or Required:

- Some college education
- Proficient computer skills and knowledge of relevant software such as MS Office Suite, PowerPoint, Excel
- Knowledge of standard office administrative practices and procedures
- Organizational and planning skills
- Communication skills
- Information gathering and information monitoring skills
- Problem analysis and problem solving skills
- Judgment and decision-making ability
- Initiative
- Confidentiality
- Attention to detail and accuracy
- Willingness to learn
- Flexibility

**MAIL ALL ITEMS TO:** Office of the Senior Pastor  
Ebenezer Baptist Church  
101 Jackson Street, NE  
Atlanta, GA 30312

**EMAIL:** [careers@ebenezerchurch.us](mailto:careers@ebenezerchurch.us)