

RIVERVIEW CHURCH MINISTRY ACTION PLAN

At riv, we invite everyone to know and enjoy Jesus as we stumble together in our pursuit to love like Him.

Executive Assistant to Teaching Pastor

20 hours per week with some minor travel

Updated - 8/5/2024

Riverview Church (affectionately referred to as “Riv”) is seeking a part-time Executive Assistant (EA) to the Teaching Pastor (TP). The EA’s primary role is to ensure and increase the effectiveness and reliability of the TP by providing high-level support and assistance in all areas necessary for the success of his ministry. This person must be exceedingly well-organized, flexible, and enjoy the administrative challenges of supporting a high-level, executive-minded leader. The EA must be technologically savvy and capable of effectively communicating through multiple electronic platforms and over the phone. The right candidate will have the ability to interact with all levels of internal staff, church members, visitors, and external relationships in a fast-paced environment while remaining flexible, proactive, resourceful, and efficient with a high level of professionalism and spiritual maturity.

Qualifications

- Growing relationship with Jesus
- Professional administrative experience (Executive Assistant experience is a plus)
- Exemplary communication and listening skills (written, verbal, and non-verbal)
- Highly administrative with an eye for detail
- Strong character, wisdom, and discernment
- Servant’s heart and demonstrated commitment to follow-through
- High-capacity person, able to handle a large diversity of details and projects in an ever-changing environment
- Desires and able to complement and support the TP

Rules of Engagement

- Meet regularly with Teaching Pastor (TP)
- Maintain strict confidentiality
- Be prepared for and attend all required meetings
- Make decisions based on the best interest of the Gospel and Riverview Church
- Maintain extremely high attention to detail
- Intuitively anticipate and prepare creative solutions to situations that may arise by staying “five steps ahead”
- Proactively learn new and required technologies and software

Roles	Results What does success look like?	Responsibilities What actions produce results?
Schedule Manager	<ul style="list-style-type: none">• TP’s schedule is maintained according to agreed-upon blocks of time and priorities• TP has sufficient time built into his calendar for important yet non-urgent tasks like reading, writing, and studying• Calendar details are accurate, and TP is always in the right place at the right time	<ul style="list-style-type: none">• Managing a complex calendar and coordinating TP’s four primary spheres: Riverview, Acts 29, Greater Body of Christ, Personal• Booking and confirming appointments and meetings using Google calendar• Serving as “gatekeeper,” protecting TP’s time while ensuring people feel loved and cared for by him• Proofing TP’s calendar weekly and reviewing it with him twice a week
Communications Coordinator	<ul style="list-style-type: none">• Communication to and from TP to congregation, staff, and others is timely and reflects accurate content and a	<ul style="list-style-type: none">• Performing email “triage,” responding to emails as able, and forwarding them as appropriate• Responding to phone calls, meeting requests, and

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	<p>godly and grace-filled tone</p> <ul style="list-style-type: none"> No one feels like TP ignores their correspondence while appropriate expectations are managed 	<p>in-person “drop-ins” with grace and tact</p> <ul style="list-style-type: none"> Sending emails on behalf of TP as directed Writing and formatting the first drafts of documents Reviewing TP’s email with him twice a week
Travel Coordinator	<ul style="list-style-type: none"> Travel is booked for TP and others, balancing good financial and time stewardship with convenience 	<ul style="list-style-type: none"> Researching, presenting itineraries, and booking a variety of travel, including flights, trains, rental cars, Ubers, hotels, AirBNBs, etc. Reimbursing travel as directed
Online Content Manager	<ul style="list-style-type: none"> TP’s social media presence is managed with consideration of various platform audiences, the Gospel, and Riverview and TP’s reputation 	<ul style="list-style-type: none"> Posting daily Bible Verses on Twitter and Facebook Posting quotes, videos, and links on Twitter and Facebook as directed Creating simple graphics for various platforms as directed Writing first drafts of posts consistent with the voice and beliefs of TP Posting videos and other articles on blogs as directed
Administrator	<ul style="list-style-type: none"> TP is free of most administrative tasks 	<ul style="list-style-type: none"> Submitting reimbursements Setting up rooms for meetings Preparing documents for meetings Sending documents to TP for meetings Typing from dictation and transcribing audio messages Coordinating with other administrative staff, pastors, directors, and board members as directed Performing other administrative tasks and errands as directed