

Position: Antioch Baptist Church, Executive Assistant/Office Manager

Position Reports: Senior Pastor

Status: Full-Time

Job Description:

Antioch Baptist Church (ABC) of Fairfax Station, VA is seeking a highly organized and motivated individual to serve as the Executive Assistant/Office Manager to the Senior Pastor. This vital role involves providing comprehensive administrative support to ensure the efficient functioning of the Senior Pastor's office and the overall success of Antioch Baptist Church staff. He or she must demonstrate excellence in execution in a collaborative and spiritual environment.

Minimum Qualifications

- BA or BS degree from an accredited university or college.
- Five (5) + years of continuous experience as an Executive Assistant supporting a senior business leader.
- Strong organizational and multitasking skills with attention to detail.
- Excellent written and oral communications.
- Strong interpersonal abilities.
- Proficient in office software and communication tools.
- Understanding and respect for the values and mission of Antioch Baptist Church and its ministries.
- Ability to work independently and manage sensitive information with confidentiality.
- Flexibility to adapt to changing priorities and tight deadlines.

Preferred Qualifications

- Previous Office Manager experience
- Experience working in a church environment.

Duties and Responsibilities:

- Manage the Senior Pastor's schedule, appointments, and travel arrangements.
- Screen and prioritize communication, including emails, calls, and messages, on behalf of the Senior Pastor.
- Coordinate and prepare materials for meetings and workshops, ensuring the Senior Pastor is well-informed and adequately equipped.

- Assist in drafting, editing, and proofreading correspondence, sermons, and other written materials.
- Function as a liaison between the Senior Pastor and staff members, congregation, and external stakeholders.
- Manage confidential information with discretion and maintain a high level of professionalism.
- Organize and execute special events, meetings, and programs under the Senior Pastor's guidance.
- Conduct research and gather information to support the Senior Pastor's decision-making processes.
- Perform general administrative tasks such as filing, data entry, and office organization.
- Assist with communication efforts, such as newsletters, mailing lists etc.
- Oversee office volunteers and delegate tasks/assignments as needed.
- Ensuring compliance with church policies, procedures, and regulations.
- Demonstrate proficiency in all Microsoft products.

This is an exciting opportunity for someone who is dedicated to supporting a Senior Pastor in their mission to serve the congregation and community. If you are passionate about contributing to the success of a dynamic and growing church where we Love God and Love Others, we encourage you to apply.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: Antioch Baptist Church is an equal opportunity employer, committed to strictly following a policy of nondiscrimination in all employment policies and practices, including hiring, recruiting, promotion, compensation, benefits, and training. Our employment policies and practices treat everyone equally. We hire and develop based upon job-related qualifications, merit, and the needs of the church at the time. Antioch does, however, reserve the right to employ persons who have a denominational background and philosophy of ministry like ours and who have a work history and lifestyle that is in the opinion of the Church consistent with the Scriptural principles of the Church.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY: In compliance with the Americans with Disabilities Acts (ADA and ADAAA) Antioch will provide, if requested, reasonable accommodation to applicants in need of access to the application, interviewing and selection processes.

BACKGROUND CHECKS: Final candidates are subject to a background investigation. The investigation may include criminal record check, driving record; drug testing; employment verification; verification of education; and other checks requested by the hiring authority related to the position.

TERMS OF EMPLOYMENT

Successful completion of a criminal background check

Reference Checks – Professional and Personal

Verification of degrees

Pass Child/Youth Protection Certification

Valid Driver's License

90 days probationary period

How to Apply-No telephone calls:

All interested and qualified persons must submit a cover letter and resume to abc.hiring@antioch-church.org. The application process for the Executive Assistant/Office Manager will be open until filled.