



Job Title: Executive Administrator

Reports To: Executive Pastor of Worship Services or Executive Pastor of Discipleship

Position Status: Part Time (20-24 hours weekly)

Summary of Position

Mercy Hill Church is a growing and thriving organization with multiple campuses and a staff team of over 60 people. The Mercy Hill Staff team is led by our lead and executive teams. In general, Mercy Hill is organized around the Acts 2 Flywheel (Gather, Groups, Give, Go). Since our church is structured that way, so is our leadership team. The Executive Administrator will work specifically with one of the Executives over the Gathering (XP of Worship Services) or Groups (XP of Discipleship). The Executive Administrator role will be to maximize the leadership of the executive by helping them with various administrative tasks as outlined below.

Conditions of Job: Character, Culture, Competencies

Character:

1. Affirms Mercy Hill Church's Articles of Faith (which are the Baptist Faith and Message 2000).
2. Affirms Mercy Hill's Church Covenant for Covenant Members.
3. Models the biblical standard of personal conduct and lifestyle that is expected of all covenant members.
4. Fully participates in the life of Mercy Hill Church as an active covenant member.

Culture:

1. We think deeply
2. We are a hungry staff
3. We are white hot worshippers
4. We are fun to be around
5. We are data driven people
6. We are going to focus what is primary
7. We build teams



8. We see an extreme value in the weekend gathering - disciples are made in rows and circles
9. We are a pragmatic bunch of people
10. We have courageous faith

Competencies:

1. People-focused
2. Collaborative
3. Dependable and Accountable
4. Demonstrates Self-awareness
5. Demonstrates a high level of organizational skill.
6. Uses clear, concise, and kind communication.
7. High awareness and tenacity to anticipate and complete necessary tasks.
8. Exhibits extreme confidentiality and social awareness.

Duties and Responsibilities

1. Manage email communication by promptly responding to emails and implementing effective filtering systems.
2. Utilize calendar software to schedule meetings and events, ensuring seamless coordination and timely reminders.
3. Maintain staff/stakeholder culture and care with employee birthdays, celebrations, life events, and anniversaries.
4. Plan and implement meeting agendas, notetaking, communication, prep, and "action item" follow up.
5. Execute repetitive logistical/organizational tasks including credit card reconciliations, data entry/auditing, etc.
6. Assist in maintaining strategic networking by organizing travel, meals, communication, reminders, and social media strategy/execution.
7. Partner with executive pastor's wife to maintain work/family schedule alignment.

Miscellaneous Responsibilities – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.



Job Requirements

Physical Requirements:

1. Ability to frequently, stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift occasionally.
3. Ability to lift 1 to 25 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate continuously with other people.
6. Ability to operate computers continuously in order to complete necessary office work.
7. Ability to continuously comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is occasionally loud.
4. May occasionally work outdoors.
5. May frequently work indoors within office spaces.

Organizational Relationship

Executive Pastor of Worship Services or Executive Pastor of Discipleship – **Primary**
Lead Pastor of Ministries and Operations – **Secondary**

Office Hours and Work Schedule

Office Hours: Monday-Thursday 9:00am-2:00pm, and up to 4 hours of remote work

This job description is subject to change at any time.

(Name), Executive Admin

Date

(Name), Executive Pastor of (Gathering or Discipleship)

Date