

## Executive Assistant to Lead Pastor and DOVE International Director

Location: Lititz PA

Part Time: 16 hours a week (2-4 partial days)

### JOB SUMMARY

The executive assistant to the DOVE International Director (Designate) / Lead Pastor of Newport Church provides administrative and project support to the DID/LP. This includes email management, calendar management, and various projects and meetings as assigned by the DID/LP.

### GOALS FOR THIS ROLE

- To promote the Vision and Mission of DOVE International and Newport Church by assisting the DID/LP
- Keep DID/LP from the busy work of living in his Inbox and non-essential tasks.
- Create margin for time with God in Prayer, Bible Reading, for Vision, Direction and healthy boundaries in Merle's Schedule
- Steward the gifting of God through Merle in capturing, transcribing, managing verbal content into writing for the purposes of future producing of content in DID/LP name.

### JOB DESCRIPTION

Manage all emails from merles@dcfi.org & merles@newportchurch.net or others

- Respond to or forward some immediately, as predetermined on Merle's behalf
- Brief Merle on emails that need a quick answer and are long reads.
- Flag the truly important emails for Merle's response.

Manage Merle's Work Calendar ensuring there is ample time for rest, family, prayer, vision and message preparation in light of ministry and organizational requests and demands.

- Manage Merle's Work Schedule as directed by Merle & Cheree
- Manage meeting requests on Merle's behalf

### Meetings

- Transcribe/take minutes in meetings.
- File and manage these minutes/notes.
- Use previous minutes notes to Prep Merle on key points before entering next meeting.
- Consolidate and verbally process results with Merle.
- Sit in assigned meetings and act on Merle's behalf when instructed to.
- Help Merle set agendas for meetings.

### Ministry

- Coordinate travel agendas and scheduling with host ministries when visiting other ministries/nations.
- Create Power Point/app/notes content for preaching

Maintain & update contacts of DID/LP

Coordinate and arrange details of meetings that Merle Schedules (event planning experience a plus).

Receipt and expense reports management

Assist with administrative tasks and projects of DID/LP office.

#### QUALIFICATIONS

- Loves Jesus and is filled to overflowing with the Holy Spirit.
- A proven love for ministry
- Experience working with executive leadership
- Exceptional follow through
- Excellent people skills
- Experience in cross-cultural communication preferred
- Excellent oral & written communication skills
- Ability to relate to various age, cultural, and social demographics
- Flexible and adaptable
- Strong “can-do” attitude
- Excellent problem solving skills
- Gracious, having a high value for hospitality
- Ability to work independently
- Ability to give and receive constructive feedback
- Experience with Mac OS, Microsoft products, Google Suite with a willingness to learn new software.
- Be able to attend Newport Church regularly