

Executive Assistant
Job Posting – September 18, 2024

First Church of Christ in New Haven
Center Church on the Green
New Haven, Connecticut

www.centerchurchonthegreen.org/about-us

Center Church on the Green, one of the oldest Protestant congregations in America, is close-knit and historic yet diverse, friendly, and forward-thinking. Extensive facilities include a prominent meetinghouse on the New Haven Green, an 1814 brick structure with a sanctuary that seats 640, and the parish house, a Victorian mansion two blocks away which is home to staff offices, meeting spaces, an industrial kitchen, and a ballroom.

The church is seeking a full-time **Executive Assistant** who will report to the Senior Minister.

The Executive Assistant provides administrative support for the Senior Minister, Business Manager, and Church Council, manages office functions, oversees internal and marketing communications, plans events, and coordinates use of facilities.

Essential Job Functions

- Possess strong organizational skills to handle multiple priorities and projects simultaneously with a high level of competency, professionalism and discretion.
- Act as lead administrative support and provide operational management of the church office.
- Possess strong organizational skills to handle multiple priorities simultaneously with strict adherence to deadlines and budget guidelines.
- Prepare correspondence, reports, memoranda, meeting minutes and maintain files.
- Review facilities use requests, and manage calendars for meetinghouse and parish house.
- Process accounts receivable, weekly deposits, and check requests.
- Oversee general office functions, procurement of supplies and equipment, records management, phone systems, mailings, quotes for building maintenance, preparation/oversight of other operational contracts.
- Manage facility use agreements and contracts and oversee staff relations between Center Church and external organizations who utilize church facilities.
- Liaison with outside vendors including but not limited to insurance providers, service providers and property managers.
- Manage virtual and print communications with members and the wider community including weekly bulletin, brochures, calendars, bulk emails through Constant Contact, and marketing initiatives, in consultation with the minister.
- Digital media management including social media profiles and website administration.
- Keep official church records of baptisms, weddings and funerals.
- Attend Council and committee meetings as requested.
- Perform additional duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of administrative and office management skills including executive assistance, event/travel planning, project management, and report generation.

- Excellent communication skills – verbal, written, and interpersonal. Keen attention to detail and deadlines.
- Proficiency in MS Office (Word, Excel, PowerPoint), Zoom, and the production of accurate correspondence, reports, and various communications.
- Successful candidate will possess a sincere, engaging personality to connect with diverse populations.

Experience and Qualifications

- Bachelor's degree or an equivalent combination of education and experience.
- Previous employment (3-5 years) within a fast-paced professional environment.
- Professional, friendly demeanor with background in problem resolution, time management, flexibility and collaboration, enhanced by a service-oriented spirit.
- Strong written and verbal communications skills.
- Proven ability to work with diverse populations and to successfully handle the tasks and demands of such a role.
- Ability to plan and organize events.

Work/Physical Requirements

- In-person attendance Monday through Friday, 8:30-4:30.
- Ability to speak publicly in support of the church's mission.
- Successfully pass all required background checks, including drug screen, credit and criminal history.
- This is a full-time, exempt-salaried position.

Salary

Commensurate with experience; \$60,000 - \$70,000 annual salary along with a competitive benefits package.

Center Church on the Green/First Church of Christ in New Haven provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal state or local laws.

This position description is subject to change at any time.

TO APPLY: Please send resume and introductory email to pastor@ccotg.org. Review of applications will begin immediately and continue until the position is filled.