

ASSISTANT TO LEAD PASTOR & EXECUTIVE DIRECTOR



JOB DESCRIPTION

OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. To that end, we are looking to hire an Assistant to our Lead Pastor & Executive Director.

ROLE SUMMARY

The Assistant to Lead Pastor & Executive Director is responsible for assisting them by performing a variety of administrative responsibilities, including coordinating the activities of the Lead Pastor and Executive Director.

SUPPORTS:

- Dave Lomas (Lead Pastor)
- Dale Gustafson (Executive Director)

REPORTS TO

- Dave Lomas and Dale Gustafson for Lead Pastor and Executive Director needs
- Kristen White, Office Manager, for Administration Team needs and responsibilities

SPECIFIC DUTIES & RESPONSIBILITIES

- Coordinates and maintains calendars of the Lead Pastor and Executive Director, to include:
 - Securing room/space for their meetings with staff, congregants, and community requests
 - Preparing necessary meeting background notes and materials
 - Gathering meeting agendas and verbally preparing the Lead Pastor or Executive Director ahead of time
 - Ensuring notes are taken during the meeting and clear actionable follow-up items are specified
 - Providing hospitality to appointment guests and ensuring that meetings follow the time allotted
- Serves as an aide to Lead Pastor and Executive Director during Sunday gatherings and other special events by having all materials needed beforehand and following up with all contacts afterwards
- Receives Lead Pastor's incoming email and responds as appropriate, or routes to the appropriate staff member or ministry team for follow up
- Researches, notifies, and collaborates with the Lead Pastor on care/support opportunities when pastoral care is needed for staff or congregants
- Coordinates speaking engagement requests for the Lead Pastor and Executive Director

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- Coordinates Lead Pastor and Executive Director travel arrangements
- Maintains expense reports for Lead Pastor and Executive Director's charges to company credit cards
- Serves as a facilitator of projects which the Lead Pastor and Executive Director are currently involved in, making sure they are moving forward and are on time
- Hosts Sunday guest speakers for Reality SF, to include:
 - Coordinating travel arrangements and expense reimbursements
 - Preparing thank-you gifts for guest speakers
 - Serving as the point of contact for guest speakers during their stay
 - Maintaining updated documentation of procedures for the above, and where possible, creating and implementing improvements
- Serves as a member of the Administration Team, to include:
 - Regularly meeting with Administration Team for coordination and staff support
 - Overseeing projects as assigned by Lead Pastor and Executive Director in partnership with the Administration Team

QUALIFICATIONS

- Love for Jesus and His Church
- Agreement with the statement of faith, theology, and philosophy of Reality SF
- Character and lifestyle of a deacon as described in 1 Timothy 3:8-13
- 3+ years experience in providing direct administrative support
- Confidentiality: demonstrates the ability to discuss confidential matters only in an appropriate manner/setting and to the appropriate person(s)
- Integrity: demonstrates truthfulness and discretion, conducting self in a professional manner and making proper use of organizational resources

KNOWLEDGE & SKILLS

- First-rate verbal, written, and interpersonal communication skills are required, as is the ability to work independently with minimal supervision
- Strong organizational skills and attention to detail required
- Ability to meet deadlines, prioritize assignments, multitask, and deal with highly confidential information
- Demonstrated leadership
- Proficiency with task management systems
- Eagerness to serve with humility, generosity, and kindness
- Adaptability to growth and change
- Love for ministry in an urban context and for the city of San Francisco