

**FIRST MOUNT ZION BAPTIST CHURCH**  
**EXECUTIVE ASSISTANT VACANCY ANNOUNCEMENT**

**JOB DETAILS**

**Pay:** \$50,000 - \$51,500; salary offer will be based on a combination of education and experience.

**Job Type:** Full-time

**Benefits:**

37-hour work week [paid for 40 hours]; (typically 8:30am-4:30pm, Mon.-Thu.); (8:30am-1:30pm, Fri.)

401K with employee matching up to 4% after one year of employment

Federal paid holidays

Health Insurance

Life Insurance

Paid time off (up to 240 hours of accrued vacation leave can be carried over).

**Supervisory Responsibility:** None

**Schedule:** Monday – Friday; must be willing to occasionally work evenings and weekends.

**Work Location:** Dumfries, VA. This position offers a *hybrid* office/work from home opportunity after successfully completing six months of employment.

**FULL DESCRIPTION**

*About Us*

First Mount Zion Baptist Church (FMZBC) is a large, vibrant, and thriving church located just minutes away from Interstate 95. Located in the historic town of Dumfries, Virginia, Prince William County, approximately twenty-eight miles south of our nation's capital, Washington D.C., and approximately seventy-eight miles north of Virginia's state capital, Richmond, VA. It is minutes away from Quantico Marine Corp Base, and approximately ten miles from Fort Belvoir Army Post. FMZBC is well-respected and influentially known in the community and state. We are a progressive church that welcomes all. FMZBC is committed to advancing a noble vision and mission that focuses on community outreach and addressing some pressing issues of our time. Our church staff works in a professional environment, where teamwork is valued, and all individuals are respected and appreciated for their skills and talents. We believe in maintaining a positive workplace environment.

*Job Title:* Executive Assistant

*Job Summary:* FMZBC has an immediate need for an Executive Assistant (EA). The Executive Assistant is responsible for administratively supporting FMZBC's Pastor and Assistant Pastor. The EA reports to the Pastor. In this role, the EA performs a variety of administrative and clerical duties that contribute to the success of ministerial and non-ministerial staff, and efficient and effective church operations. We are seeking an individual who takes pride in working independently and proactively and understands the importance of handling certain matters in a discrete and confidential manner. To be successful in this very critical role, the Executive Assistant must be well organized, flexible and collaborative. We are looking for an individual who enjoys serving as a member of a small and highly productive team. The Executive Assistant will interact with a large congregation of diverse members, dedicated ministerial staff, and ministry leaders who are committed to supporting the church's vision, mission and strategic plan.

**Responsibilities include:**

- Provides high-level administrative support and assistance primarily to the Pastor and Assistant Pastor and at times other staff leaders.
- Performs a variety of clerical and administrative tasks including drafting letters, memos, reports and maintaining files and official records.
- Prepares travel and accommodation arrangements for ministerial and church staff leaders.
- Schedules meetings and appointments, manages electronic calendar, and briefs Pastor and Assistant Pastor on calendar activities.
- Utilizes business credit card to purchase office supplies and items that support church operations and member care; reconciles credit card expenditures with purchase requisitions.
- Creates PowerPoint presentations for church meetings, business meetings, and other events.
- Handles incoming hard copy mail designated for Pastor and Assistant Pastor.
- Engages in communication and collaboration to carry out a variety of administrative tasks that support the needs of internal stakeholders, e.g., church members, church leaders, ministerial staff, and church staff.
- Serves as a backup to the church receptionist and administrative assistant.

**Qualifications/Skills:**

- Extensive knowledge of office administration and clerical procedures.
- Knowledge of office supply procurement processes.
- Demonstrated experience with making travel and accommodation arrangements.

- Demonstrated experience using business credit card/s to make office purchases and reconciling card expenditures with purchase requisitions.
- Demonstrated experience with virtual meeting platforms like Zoom.
- Ability to handle and complete multiple priorities in a timely manner, which requires excellent organization skills, attention to detail and problem-solving skills.
- Ability to maintain confidentiality.
- Ability to work proactively and independently.
- Ability to remain flexible, resourceful, and embrace change in a fast-paced environment.
- Ability to effectively work and contribute to a team environment.
- Ability to demonstrate professional and courteous customer service.
- Ability to tactfully and respectfully communicate over the phone and in-person; appropriately respond to the needs and feelings of people experiencing different life events and circumstances.
- Ability to write effectively, proofread and edit.
- Ability to consider and respond appropriately to the needs and feelings of people
- Highly proficient with Microsoft Office 365 (Word, Excel, PowerPoint, Teams & SharePoint).

*Additional Requirements:*

- Must possess a valid driver's license.
- Willing to undergo a background check.

*Education and Experience:*

- High school diploma or equivalent with five years of skilled administrative experience supporting individuals in higher-level positions (i.e., supervisors, managers, executives).

We offer our employees an incredibly competitive salary and benefits package. We are looking for an individual with the talents and skills required to contribute to our organization's growth and success. We are an Equal Opportunity Employer.

**To Apply:** Submit resume and cover letter to [employment@firstmountzionbc.org](mailto:employment@firstmountzionbc.org) through this posting by 4:30pm, September 4, 2024. **Accepting electronic submissions only.**