



EXECUTIVE ADMINISTRATIVE ASSISTANT Job Description

The vision of Covenant Church is to build a community to reach a community. We are committed to being missional, relevant, accessible, relational and transformational. We strive to be a place known for what we're for instead of what we're against, a safe place for people to explore and discover the greatness of God.

The Executive Administrative Assistant, under the direction of the Business Director, provides administrative support to both the Business and Executive Department of the church staff. This is a full-time position.

Core Qualifications:

- Have a personal relationship with Jesus Christ and desire/passion to see the power and truth of the gospel actively at work in the lives of those at Covenant Church
- Consistent spiritual and moral character and lifestyle
- In heart and deed, affirm Covenant's statement of faith, and be committed to the direction (Mission, Vision and Values) of Covenant and its leadership
- Excellent verbal, interpersonal and written communication
- Able to take initiative, manage multiple projects and accomplish tasks in a timely manor
- Well-organized and detail-oriented
- The ability to learn and implement more effective and efficient systems and processes
- Must demonstrate trustworthiness due to sensitive and confidential nature of the job
- High level of computer skills, including proficiency with MS Office and data management systems
- An attitude and commitment to service and excellence
- College degree or equivalent work experience in a related field

All inquiries and questions can be directed to Kim Hathaway, Business Director, by email at kimh@covenantdoylestown.org.