

CHANGE

JOB DESCRIPTION

Term: Full Time
Department: Administration

Job Title: Personal Assistant (PA)
Reports To: Shameka Daniels (SD)

Purpose of the Job:

The Personal Assistant manages communication, oversees scheduling and calendar appointments, serves as liaison to household staff and vendors, handles client representation, and performs life maintenance tasks. The Personal Assistant (PA) works closely with the Executive Assistant to ensure coverage for SD. The PA must be willing to relocate and live within close proximity of North Fulton/Gwinnett County.

General Duties

- Commit to pray for the first family, leadership, and membership of Change Church.
- Lead in generosity to the church through consistent giving of tithe and offerings.
- Serve in excellence by being early and prepared for all scheduled meetings.
- Establish and foster an exemplary relationship with staff/non-staff workers, church membership, and the community at large.
- Champion, support, and advocate for the vision of the church.
- Demonstrate a servant's heart by having a willingness to perform other duties as needs may arise.

Experience and Knowledge Required:

- Projects a professional and confident image, able to handle a stressful pace.
- Ability to handle confidential information.
- Must have active listening and good communication skills.
- Excellent interpersonal skills, organizational skills, and administrative skills.
- Must be resourceful and have a proactive approach to problem-solving.
- Steady, positive attitude, customer service minded.
- Must be open to sudden schedule adjustments and have a willingness to work after hours and on weekends when needed.
- Must be detail oriented and must have strong time management skills.
- Must have the ability to manage multiple projects at once.
- Strong work ethic, commitment to excellence.
- Must have computer skills and be extremely tech-savvy.

Essential Functions and Responsibilities:

- Oversee scheduling and calendar appointments. Personal assistant makes sure their employer's daily schedule is tightly organized. They make appropriate appointments of vendors, clients, and others as requested.
- Manage incoming/outgoing communications. PA will make and receive phone calls, send emails, write letters, and represent the employer as requested.
- Coordination of travel, church services, event appearances, filmings, social events, vacations, etc.

CHANGE

- Handle client representation. PA is the “voice” of SD and will be the liaison for vendors, specified staff, consultants, and other professionals.
- Perform Life Maintenance Tasks. PA completes everyday tasks on behalf of the employer and can include but not limited to organization of files, shopping, packing/unpacking, ad hoc errands, household management, etc. PA must fulfill instructions with an anything, everything disposition and heart posture of servanthood.
- Assist in brand management and social media for SD. PA will work with consultants to ensure social media has footage, pictures, and content for routine posts. PA will be responsible for merchandising sales and the online store.
- Assists with planning, coordinating and executing special events and special projects.
- Flexibility to travel often. PA will travel when needed with SD. PA must be able to manage systems, tasks and schedules during travel.
- Responsible driver with the ability to carry out instructions and assignments.
- Various ad hoc requests and assistance with special projects.

Extent of Public Contact:

- Daily contact with members, guests, vendors, contractors.
- Change Pastors, staff members, consultants, others.

Employee’s Signature: _____ Date: _____

Direct Report’s Signature: _____ Date: _____