

JOB DESCRIPTION

Job Title: Executive Support Administrator
Position reports to: Global Operations Director
Department: Operations
Level: Full Time
Date Prepared: 10/2025

- **Purpose of the Job:**
To deliver exceptional clerical support and engage in a diverse range of tasks, fueling the mission and vision of Citygate Church
- **Essential Functions and Responsibilities:**
 - **Daily Responsibility:**
 - To exemplify our Citygate staff core values of grit, driven, 360 thinking, unity, while contributing to a grateful and contagious culture.
 - **Weekly Responsibilities (before Sunday)**
 - Oversee inventory management of campus office supplies
 - Assist Executive Directors daily with specific administrative needs
 - Be knowledgeable and manage church specific calendar of events
 - Respond to emails and phone calls within a 24 hour time frame
 - **Sunday Responsibilities**
 - Available to support Executive staff before, after, & during services for various needs that arise
 - **Monthly Responsibilities .**
 - Monthly training with your departments to train, cast vision, and build community
 - Stay 4 months ahead on up and coming church and community events
 - Nominate and celebrate Crew Leaders and members monthly
 - **Special Items**
 - Assist with planning, staffing, and implementing all special events and conferences at the campus
- **Experience and Knowledge Required:**
 - Valid Driver's license
 - High School diploma or equivalent
 - Minimum of one year of administrative or support role experience
 - Exceptional administrative, interpersonal, verbal, written and organizational skills
 - Must be able to lift 10 lbs
 - Highly proficient with Microsoft Office, Google, and MacOS
 - Proven track record of effective time management
 - Experience in problem solving
 - Ability to handle multiple projects effectively
 - Ability to learn and use Rock CMS software
 - Projects a professional and confident image, able to handle a fast pace environment
 - Ability to handle confidential information
 - Steady, positive attitude, people-oriented, team player, customer service minded

- Editing and proofreading ability
- Detail oriented, creative, ability to learn new software applications
- Willingness to work after hours or on weekends when needed
- Demonstrated understanding and commitment to working in culturally diverse settings

- **Core Values in Daily Life:**

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____

Staff/HR Representative: _____ Date: _____