



Executive Assistant

Resurrected Life Community Church, UCC

Resurrected Community Development Corporation, Inc. (RCDC)

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The vision of Resurrected Life Community Church is to resurrect children, youth, and families that have experienced spiritual, emotional, and economic decay and death by the sharing the gospel in a way that calls all to love and live the Christ life. We are dedicated to individual growth and social transformation through living the message and mission of Jesus Christ.

RCDC

RCDC strives through prayer, reasoned promise, and action to work in fellowship with residents in developing the skills and resources, spiritual and secular, required to create an educationally, financially, and morally empowered community guided by the common pursuit of a secure, healthy, and safe lifestyle. RCDC is committed to creating communities of equity, excellence and empowered residents.

What we believe

- Unconditional respect is necessary in all human interactions.
- People have the capacity to change and solve their own problems when given the necessary support and conditions.
- To support people to change, one must meet people where they are and build mutually respectful and trusting relationships through open, honest, and consistent discourse.
- Community is a group of people who are consciously committed to going beyond their personal biases, attitudes, judgments, and opinions to achieve a shared vision that would otherwise be impossible.
- Bias around issues of race, class, gender, and language are serious issues facing our society, are deeply embedded within all informal and formal organizational systems and are usually not discussed. Talking and facilitating conversation about them is necessary, not to lay blame, but to figure out better ways to improve systems, community well-being, and educate our children.
- It is necessary to model the improvement of practice through ongoing inquiry, honest reflection, critical review of performance, and corrective feedback.

If our beliefs and desire to support individuals and build strong communities resonates with you, consider joining us!

Position Overview

The Executive Assistant (EA) will be a key partner and report to our Senior Pastor, and President/CEO Rev. Dr. Gregory James Edwards focused on streamlining his days and managing his time with incredible efficiency to support his leadership in multiple arenas. In addition, the EA is responsible for providing expert administrative support and exercising im-

peccable judgment to handle situations that may be sensitive or confidential. The ideal candidate will demonstrate that s/he possesses a mature, professional demeanor and is a self-starter who takes initiative and thrives in a fast-paced environment. S/he is a great relationship builder, has strong systems for managing and prioritizing work, and is expert at anticipating upcoming needs or conflicts and resolving them. Equally important, our EA will be an exemplar of professionalism, integrity and confidentiality.

Key Responsibilities and Duties

Building & Managing Relationships

- Represent an accomplished Executive faith-based leader with a broad network in PA and beyond in a way that complements and enhances his position, effectiveness, and reputation.
- Be open and pleasant while also protecting the confidentiality this role requires; exercise strong self-management skills in stressful and/or demanding situations.
- Operate within and as part of a large network that includes Resurrected Life Community Church (RLCC) where the President/CEO is the founder and Sr. Pastor and a wide range of local, state, and national leaders in the political, corporate, non-profit and faith-based arenas with the facility to establish effective and appropriate working relationships across sectors and within different operational protocols.

Traditional Organizational & Administrative

- Work collaboratively to establish both human and systems-related processes to build an aligned and open working relationship with the Sr. Executive that improves his capacity to focus on key objectives.
- Field and manage incoming and outbound emails, calls, physical mail, etc. in a timely manner and with appropriate follow-up.
- Manage electronic calendar(s) and related tools (e.g., Calendly) to exert appropriate control over how his calendar is filled and his time allocated.
- Establish a system of filing and/or discarding all incoming material - electronic and otherwise.
- Understanding of and facility with social media platforms as a communication, branding, and relationship-building tool.
- Ability to interface with church vendors, including those connected with a current large-scale construction and renovation project of church property. *(Add dollar amount)*

Desired Attributes & Strengths

- Ability to look at people and situations in context: Get to get know and understand the Senior Executive based on his role as well as the current challenges and enablers in getting things done.
- Exercise good observation skills with discernment regarding informal information important to share with the Sr. Executive.
- Excellent writer, proof-reader with ability to learn, over time, some of the style elements particular to the Sr. Executive and this setting.
- Experience and/or capacity to put together high-level organizational reports for internal and external use.
- Willingness to be honest and forthright in one's communication with established social emotional skill and practice.

Experience and Qualifications

- Bachelor's degree required; Advanced degree preferred
- 5+ years of administrative, or other relevant experience
- Demonstrated success juggling multiple stakeholders and competing priorities with meticulous attention to detail
- Exceptional written and verbal communication skills, including the ability to communicate meeting/travel logistics in a clear, concise and engaging manner.
- Advanced computer skills (Microsoft Office Suite) with ability to do basic computer troubleshooting.
- Knowledge of and experience with electronic tools to increase operational efficiency in individual and group scheduling, gathering and/or organizing information and data, etc.
- Demonstrated success in a fast-paced, results-oriented work environment.

Compensation and Benefits

RCDC offers a competitive salary commensurate with experience. It includes a comprehensive benefits package, generous vacation and PTO, 401k retirement plan with both pre- and post-tax options. This position is an exempt position based in Allentown, Pennsylvania.

Resurrected Community Development Corporation is an equal opportunity employer and an organization that values diversity and practices equity and inclusion. People from all diverse backgrounds are encouraged to apply.