

## Position: Senior Assistant to the Multi-Site Pastor

Reports to: Multi-site Pastor

Job Location: Arden, NC

Position Type: Full-Time

Summary of Position: The Senior Assistant to the Multi-Site Pastor is responsible for giving administrative oversight and leadership to the mission of Biltmore Church as it relates to the Multi-Site ministries on a day-to-day basis.

### Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proficient in computer skills including Microsoft Word, Excel, and Outlook
- Excellent grammar, spelling, and vocabulary needed
- Proactive and effective communicator in person, on the phone, and by email/text
- Ability to maintain confidentiality of sensitive and/or proprietary information
- Minimum of three years of administrative experience is preferred

### Essential Responsibilities

- Calendar management for Multi-Site Pastor
- Maintains the budgets for Multi-Site Pastor
- Provide leadership and resourcing to multi-site events with necessary ministry leaders
- Prepare agendas, reports, and budget updates for Multi-Site Pastor
- Attend meetings and events that are essential to carrying out the mission of Biltmore Church as it relates to Multi-Site team
- Oversee databases for tracking information with regards to the ministries/campuses of Biltmore Church
- Be aware of all church events that would affect the Multi-Site Pastor's schedule or would be appropriate for his attendance
- And other tasks as assigned by the Multi-Site Pastor