



OPPORTUNITY TO SERVE AT UCM

Union Church of Manila is currently looking for someone to serve the church as:

Position Title : Executive Assistant to the Senior Pastor

Reports to : Senior Pastor

Qualifications:

- At least 5 years of experience as a secretary (or equivalent office experience) including at least 2 years of experience as an Executive Assistant or Secretary to senior management
- College Graduate
- An enthusiastic disciple of Jesus Christ
- Excellent oral and written English with knowledge of MS Office applications and preferably Microsoft Publisher
- Excellent communication skills with demonstrated ability to manage complex and delicate relationships as a representative of the Senior Pastor and/or UCM in general
- Demonstrates organizational skills
- Possesses superior time management skills; must have the ability to multitask and be able to cope with a busy schedule that has constant demands
- Exercises excellent interpersonal skills and professionalism at all times when interacting with the membership and the public
- Ability to handle confidential information with integrity, ensuring that information provided to the Office of the Senior Pastor is held in strictest confidence
- Ability to protect the reputation and integrity of others through strict confidentiality (wisdom to refrain from indiscriminately sharing information is critical); Superior ability to tactfully and diplomatically deal with internal and external stakeholders (including UCM members and the general public) in both oral and written form
- Ability to exercise sensitivity and good judgment in handling inquiries at the Office of the Senior Pastor by redirecting them to the appropriate person or department within the church structure



Position Responsibilities:

- Provide administrative assistance to the Senior Pastor to support him in the performance of his duties;
- Provide administrative support to the UCM Church Council, Worship Committee, and other committees the Senior Pastor will assign

KEY JOB RESPONSIBILITIES:

A. Assistance to the Senior Pastor

- *Appointments:* Screen, organize, prioritize, and manage the schedules and appointments of the Senior Pastor
- *Meetings:* Coordinate the convening of meetings initiated by the Senior Pastor
- *Events and Invitations:* Screen and prioritize events and invitations for the Senior Pastor
- *Correspondence:* Handle all incoming and outgoing communications including responses to letters as needed by the Senior Pastor; ensure timely mailing of all correspondence; maintain a system to follow up responses to communications as required
- *File Management:* Organize and maintain documents
- *Office Procedures:* Identify, develop, and recommend office procedures and work practices that promotes efficiency within the Office of the Senior Pastor; Assist in making recommendations to senior management on difficult and/or important operational/system matters
- *Reception of Senior Pastor's Guests:* Handle incoming phone calls, office traffic, appointments, screen/welcome visitors and guests
- *Council Reports:* Assist with the preparation of the monthly Council report for the Senior Pastor including independently reviewing previous Council Minutes to develop "Action Items" for Council's further deliberation/discussion
- *Administrative Needs of the Senior Pastor:*
 - Coordinate with the Church Administrator the medical insurance and foreign travels of the Senior Pastor
 - Prepare documents for immigration clearances, 9G visa, etc.
 - Prepare application/renewal of License to Marry or any government licenses
 - In charge of the office needs of the Senior Pastor (office supplies, processing of payments, etc.)



B. Support for the Worship Ministry (*Administrative & Logistical*)

- Assistance to the Worship Chair in the preparation, management, and stewardship of the annual Worship Committee budget
- Coordination for regular and special worship services; includes liaising with guest preachers, liturgists, readers, music team leaders, speakers, ministry & support staff, council, volunteers, etc.
- Coordination with participants, families, organizers, support staff, and volunteers for services like memorials, funerals, service of blessing

C. Support (Scheduling & Logistical) for Church Leaders and Ministries
(includes management of the Church Annual Events Calendar)

D. Organizes the Baptism and Dedication Services

- Prepare the Certificate of Dedication/Baptism
- Coordinate with persons or parents of children to be baptized, head ushers, elders, church photographer, etc.
- Arrange baptism class & baptism schedules in coordination with the Senior Pastor

E. Leads Sanctuary Decorations Initiatives

F. Plans and Coordinates Services and Events with Ushers, Greeters, and Communion Servers

Interested parties may send their CVs to Dix Roa, Church Administrator

Email: ucmadmin@unionchurch.ph

Telephone Number: 8812-6062 local 211