

DAYBREAK JOB DESCRIPTION

EXECUTIVE ASSISTANT

1.3.2021

OVERVIEW - Daybreak is a growing and vibrant church in Southern California. We exist to see people from all over San Diego County and around the world, saved and made whole by Jesus.

PRIMARY RESPONSIBILITIES

- Anticipate, understand, and respond to the needs of the Executive Pastor
- Management and leveraging of the Daybreak database
- Development and execution of a congregation engagement strategy
- Maintain staff culture and appreciation strategy
- Meeting coordination and preparation support
- Other duties as defined by the Executive Pastor

QUALIFICATIONS & REQUIRED SKILLS

Character & Personality

- A heart for the local church, a growing relationship with Jesus Christ
- Lives out the vision, values and beliefs of Daybreak Church
- Maintain positive working relationships with others, both internally and externally.
- Relates well to all kinds of people, builds effective relationships

Knowledge, Skills and Abilities

- Effective written, verbal and online communication skills
- Maintain and leverage our database
- Proficiency in the use of Mac computer programs
- Capable of learning new technology systems
- Self motivated, with ability to undertake self-directed tasks when necessary
- Excellent oral and written communication skills.

Organization

- Able to manage multiple projects, with excellent time management skills
- Capacity to prioritize by assessing situations to determine urgency
- Ability to implement actions plans and monitor progress towards goals
- Highly productive with a proven ability to take initiative and an attention to detail

DAYBREAK STAFF VALUES

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|-------------------------|------------------------|
| • We Pray First | • We Embrace Feedback |
| • We Prioritize Health | • We Make it Funner |
| • We Reproduce Leaders | • We Model Servanthood |
| • We Outwork the Vision | • We Live Generously |

TO BE CONSIDERED - Send the following to j@daybreakchurch.org.

- **Cover letter** - Describing your interest in the position
- **Resume** - Highlighting experience that make you qualified for this position
- **Social Media** - Description of how to find you on social media

"But we do not belong to those who shrink back and are destroyed, but to those who have faith and are saved." Hebrews 10:39