

DAYBREAK JOB DESCRIPTION

EXECUTIVE ASSISTANT

1.3.2021

OVERVIEW - Daybreak is a growing and vibrant church in Southern California. We exist to see countless people from all over San Diego County and around the world, saved and made whole by Jesus. Families that once were broken and lost will find healing through a church that offers a fresh start and lasting hope.

POSITION SUMMARY - responsible for and focused on leadership and team development, oversight and execution of all aspects of Communications and Marketing outlined below:

PRIMARY RESPONSIBILITIES

- Anticipate, understand, and respond to the needs of the Executive Pastor
- Management and leveraging of the Planning Center database
- Development and execution of a congregation engagement strategy
- Maintain staff and leadership 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
- Exemplifies the Daybreak Staff Values
- Proclivity to an attention to detail

Knowledge, Skills and Abilities

- Effective written, verbal and online communication skills
- Capable of maintaining and leveraging our database (Planning Center)
- 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

Relationships

- Maintain positive working relationships with others, both internally and externally.
- Relates well to all kinds of people, builds effective relationships

Communication

- Excellent oral and written communication skills.
- Work cooperatively and effectively with others to set goals, resolve problems
- Make decisions to enhance organizational effectiveness;

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

DAYBREAK STAFF VALUES

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

TO BE CONSIDERED

Send the following to our Executive Pastor, Jason Gianotti at 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