

Executive Assistant to Lead Pastor

JOB DESCRIPTION AND RESPONSIBILITIES

Description:

We are seeking a dedicated, detail-oriented, and spiritually mature Executive Assistant to provide high-level administrative and personal support to our Senior Pastor. This individual will play a key role in facilitating the Senior Pastor's effectiveness, ensuring seamless communication, organization, and execution of day-to-day responsibilities. The ideal candidate will have a strong relationship with God, a servant's heart, and a proven background in executive-level support.

Reports to: Senior Pastor

The Job:

- Administrative Support: Provide comprehensive administrative support including email and phone management.
- Calendar & Scheduling: Maintain and organize the Senior Pastor's calendar.
- Communication: Serve as a primary point of contact; draft correspondence.
- Meeting Preparation: Prepare materials for meetings.
- Project Management: Assist with ministry projects and events.
- Travel & Itineraries: Arrange travel plans and accommodations.
- Confidentiality & Discretion: Handle responsibilities with integrity.

- Personal Faith: A committed follower of Jesus Christ.
- Experience: Minimum 3 years in administrative support.
- Communication Skills: Excellent verbal and written communication.
- Technology Proficiency: Proficient with computer word processing, spreadsheets, and typing. Google Workspace experience is preferred.
- Organization: Highly organized and detail-oriented.
- Discretion: Handles sensitive information wisely.
- Relational Skills: Works well with others in a team environment.

- Flexibility: Willing to work flexible hours including some evenings/weekends.
- Competitive salary based on experience
- Paid time off and holidays
- health insurance benefits
- Opportunities for spiritual growth and leadership development
- A positive, Spirit-filled work environment surrounded by passionate leaders

OUR CULTURE

“We” Is Greater Than “Me”

God wants to do greater things through us as a staff than he does through us as individuals. We were not meant to follow Jesus alone, and we aren’t meant to lead others to follow Jesus alone. We collaborate as a team, and are open-handed with our information and resources. We only succeed individually when we support one another in our collective efforts to create environments that lead others to Jesus.

We Can’t Stay Here

God’s desire for His church is growth. God’s desire for us is the same. For us to be on mission, we should be constantly learning and growing. This applies to us as individuals and to our staff as a whole. We welcome feedback, because we value progress in our jobs, in our personal lives, and in our spiritual lives.