

Executive Administrative Assistant

JOB DESCRIPTION AND RESPONSIBILITIES

Description:

The Executive Administrative Assistant is responsible for managing all day-to-day communication, project coordination, and administrative support for the offices of the Executive Pastors of the church.

Reports to: Executive Pastor of Operations & Executive Pastor of Ministries

The Job:

- Act as gatekeeper and liaison to maximize the focus on priorities within the Operations & Ministries Department of the church, while maintaining strict confidentiality
- Communicate and distribute budgets, policies, procedures and other information
- Reviewing, Filing, & Tracking necessary employee documentation
- Maintain an efficient system of organization which will include electronic and hard-copy filing and record-keeping. Converting hard-copy files to digital format will be required
- Provide high-level administrative support, managing schedules, meetings, and communication.
- Oversee church operations-related tasks, including coordinating with staff, vendors, and volunteers to ensure smooth day-to-day functions.
- Manage calendars and event logistics, ensuring alignment with ministry goals and operational efficiency.
- Prepare reports, presentations, and documents for leadership meetings, ensuring accuracy and professionalism.
- Serve as a liaison between the executive leaders and ministry leaders, ensuring alignment in vision, communication, and execution of initiatives.
- Assist with volunteer coordination and leadership development, supporting recruitment, training, and engagement efforts.
- Help execute strategic ministry initiatives, working alongside staff to ensure projects and programs run effectively.
- Maintain confidentiality and spiritual integrity, upholding the mission and values of the church in all responsibilities.

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.