

POSITION DESCRIPTION

NAME: Vacant
JOB TITLE: Executive Assistant
DATE: January 2026
JOB STATUS: Full-time, 35-40 Hours/Week, Hourly non-exempt
SALARY RANGE: \$22 - \$32/hour
DEPARTMENT: Administration
REPORTS TO: Senior/Head of Staff & Associate Pastor

PURPOSE: Provide administrative support for the Senior/Head of Staff and Associate Pastor with programs, special projects, events, meetings, and classes they oversee.

MAJOR DUTIES AND RESPONSIBILITIES:

- Office & Communication:
 - Serve as the first point of contact for pastors (phone, email, in-person).
 - Manage pastors' incoming/outgoing correspondence.
 - Prepare outgoing emails, newsletters, announcements, and updates for the Congregation and Staff.
 - Maintain a tidy and welcoming office environment.
- Scheduling & Event Support:
 - Manage pastor calendar, schedule meetings, and book facilities.
 - Assist with planning and executing church events as directed.
 - Assist in coordinating Sunday/Worship service volunteer activities (bulletin distribution, Prayer Team, Ushers and Welcome Team) as needed.
- Record & Data Management:
 - Maintain accurate church records, membership rolls, and the church database.
 - Handle sensitive information with confidentiality.
- Financial Assistance:
 - Assist with budget tracking, processing credit card receipts and reimbursements.
- Support for Leadership:
 - Provide direct administrative help to the Pastors and staff as assigned.
 - Attend staff meetings, take notes, and distribute recap as requested.
 - Follow up on action items.
- Other duties as assigned by the Pastors.

NECESSARY SKILLS AND EXPERIENCE:

- Have a vital and personal faith in Jesus Christ.
- Exhibit a servant's heart, discretion, reliability, and commitment to the church's mission.
- Administrative, management, supervisory, and organizational skills.
- High level of both oral and written communication skills.
- Working knowledge of office equipment, budgeting processes, and computer equipment.
- Proficiency in Microsoft Office/Google Workspace; ability to learn church management software.
- Preferably three or more years of experience as an Administrative Assistant.