

# Executive Assistant to the Senior Pastor

**Status:** Part-Time (20 hrs/week) with potential to expand

**Reports To:** Senior Pastor

## Role Summary

Increase Senior Pastor's leadership capacity by managing priorities, communication flow, and the execution of key initiatives. This role is responsible for developing tools and processes and then employing them to move concepts to completion, sometimes as an individual contributor, other times as a coordinating liaison, ensuring clarity and alignment across staff and all internal and external operational and ministry partners.

## Key Responsibilities

### Senior Pastor Support

- Manage Senior Pastor's calendar, priorities, and all facets of meeting preparation to include meeting follow up and follow through
- Assist with sermon series planning for optimal visual impact, organize seasonal calendars, develop processes to organize and execute operational and ministry initiatives and keep them all coordinated and moving efficiently
- Track action items and follow-up from various meetings and key conversations

### Communication & Coordination

- Serve as a primary point of coordination between the Senior Pastor, staff, and all ministry partners
- Prepare agendas, briefing documents, presentations, and summaries for leadership meetings using various technical and software tools and possess understanding of the tools that are needed to accomplish the goal
- Build clarity and alignment around priorities to ensure coordinated and timely execution
- Help move initiatives from concept to completion – sometimes independently and sometimes in coordination with others
- Monitor progress on strategic goals and alert the Senior Pastor of actual and potential bottlenecks
- Support leadership development processes as assigned

## Qualifications

- High organizational and relational intelligence, proven multi-tasker
- Proficient in Microsoft Word, Excel, PowerPoint, Google docs, Google Sheets and confident in learning new software
- Proven ability to manage confidential information with discretion
- Strong written and verbal communication skills
- Self-starter with the ability to anticipate needs
- Experience in ministry or executive support preferred
- Must have a personal relationship with Jesus Christ and a commitment to biblical principles and teachings

Send resume to: [personnel@fbcpinehurst.com](mailto:personnel@fbcpinehurst.com)

View Church website to see the full job description: <https://www.fbcpinehurst.com>

View Facebook page at: <https://www.facebook.com/firstbaptistpinehurst/>

Compensation commensurate with skills and experience: \$22-\$28/hr