



Job Title: Executive Assistant
Status: Full time
Time Expectation: 40 hours per week
Date Prepared/Revised 4/27/26

Position Description

Crossroads Church is seeking a highly organized, dependable, and ministry-minded Executive Assistant to provide administrative, operational, and strategic support to the Lead Pastor and church staff. This role serves as a key point of coordination for church operations, communication, scheduling, records management, and ministry support.

The Executive Assistant must demonstrate professionalism, discretion, initiative, and a heart for serving others while helping advance the mission of the church: Love God, Love People, and Make Disciples of Jesus.

Primary Responsibilities

- Provide high-level administrative and scheduling support to the Lead Pastor, including calendar management, appointments, correspondence, and follow-up.
- Serve as a welcoming first point of contact for office guests, partners, and ministry inquiries.
- Manage church administrative systems, records, database, and reporting with accuracy and confidentiality.
- Oversee church software platforms, including event registrations, people data, giving systems, and communication tools.
- Coordinate payroll processes, onboarding paperwork, employee records, and general HR administration.
- Assist with budgeting, expense processing, transaction reconciliation, and ministry purchasing needs.
- Maintain church calendar, facility usage requests, and key access processes while maintaining relationships with the PCC.
- Support ministry departments through communication, printing, supply ordering, and operational coordination.
- Prepare agendas for staff meetings.

- Contribute to a positive, efficient office environment while advancing the mission of Crossroads Church.

Qualifications

Required

- Strong personal alignment with the mission, values, and beliefs of Crossroads Church.
- Mature Christian character with a servant-hearted attitude.
- Excellent organizational skills with strong attention to detail.
- Ability to manage multiple priorities and deadlines effectively.
- High level of discretion and ability to handle confidential information.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office, Google Workspace, and common office technology.
- Ability to work independently while also collaborating with staff and volunteers.
- Administrative experience in an office, nonprofit, or ministry environment.
- A teachable spirit.

Preferred

- Payroll, bookkeeping, or finance administration experience.
- Event coordination and calendar management experience.