



Mission Role
Executive Assistant

Job Family: Executive Leadership

Reporting Relationship: Lead Pastor and Executive Pastor

Role Summary:

The Executive Assistant to the Lead and Executive Pastors will provide support in the areas of organization and communication.

What you'll do:

- **Communication Liaison**
Act as the liaison between the Lead and Executive Pastors and the staff, congregation and community—relay messages, issue correspondence, arrange for pastoral care as needed. Monitor, screen, respond to and distribute all incoming communications. General correspondence by letters, cards and emails.
- **Manage Deadlines and Editing for Content Creation**
Manage deadlines and editing for content creation for Lead and Executive Pastor for materials for all-church events (Christmas, Easter, etc.) and weekly content (for Sunday programs, all church emails, etc.).
- **Schedule Management**
Maintain Lead Pastor and Executive Pastor calendars along with all Trustee and staff meetings and all church events.
- **Meeting and Gathering Preparation**
Book and arrange rooms, materials, refreshments, etc. Send out all invitations and communications to participants. Produce and distribute agendas and prepare and edit presentations and documents. Book travel arrangements when necessary. Be a witness to counseling sessions when needed.
- **Records Management**
Record, transcribe and distribute minutes of meetings as well as assisting with follow-up. File and retrieve documents and reference materials. Maintain Trustee files and records. Manage budgets and expense reimbursements. Coordinate Pastoral Licensing and Church membership processes.
- **Stewardship, Advancement and Legacy Giving**
Provide administrative support in arranging donor meetings, donor events, tracking donor connections and communications, processing expenses. Assist in development and production of general, year end, capital campaign and planned giving materials. Work with Legacy Team to coordinate communications, materials, appointments and meetings.
- **Other Staff Team Duties**
Attend Staff Rallies and other meetings as required.
Collaborate and serve with the broader staff team at Purpose Church.



Commitments:

- Must make Purpose Church your home church and agree with the vision, mission, and value statements of Purpose Church.
- Must agree with and abide by the Statement of Faith and Church Practice of Purpose Church.
- Must align with the Culture Values of Purpose Church.
- Must have excellent interpersonal skills.
- Must have excellent administrative skills including word processing, spreadsheet maintenance and data-base management.
- Must have excellent communication skills, especially in writing.
- Must be a self-starter--can meet strict deadlines and work under pressure.
- Must be able to handle confidential information with grace, discernment and discretion.

Terms: part-time (minimum 25 hours) or full-time position. Vacation and sick time accrued as outlined in the Employee Ministry Handbook.