

Position: Executive Assistant

Reports to: Executive Pastor of Campuses

Schedule: Part-time / Hourly, Non-Exempt (1,200 hours per fiscal year)

Employment

Classification: Assistant (A)

Job Summary

This position reports to the Executive Pastor of Campuses and is based primarily at the Central Office. The Executive Assistant serves the mission of *Helping People Find & Follow God* by providing high-level administrative and organizational support to the Executive Pastor of Campuses, enabling him to focus on leading, developing and strengthening the ministries under his oversight.

The position requires availability throughout the workweek and includes periodic on-call responsibilities, as well as occasional evening and weekend commitments.

Duties/Responsibilities

Responsibilities include, but are not limited to:

Time Management

- Manage the Executive Pastor's calendar, schedule events and coordinate appointments and events.
- Serve as primary contact for individuals requesting time with the Executive Pastor.
- Respond to emails, phone calls, text messages and other correspondence on behalf of the Executive Pastor in a timely and professional manner.

Congregational & Staff Care

- Help staff members and the church family connect with the Executive Pastor of pastoral care, meetings and appointments.
- Assist in recognizing birthdays, anniversaries and other significant milestones.
- Coordinate communication and logistics related to weddings, funerals, baptisms, hospital visits and other pastoral care occasions.

Role Support

- Serve as a liaison on behalf of the Executive Pastor by helping others understand priorities, clarifying expectations and facilitating effective follow-through.
- Meet with individuals on behalf of the Executive Pastor to resolve routine matters when appropriate and coordinate necessary follow-up.
- Coordinate the collection, organization and distribution of information requested by the Executive Pastor while ensuring stakeholders remain informed of key deadlines and action items.
- Prepare reports, presentations, meeting agendas, supporting materials and other documents for the Executive Pastor, leadership meetings and ministry initiatives.

Project Management

- Collect, track and organize key ministry and operational metrics, providing the Executive Pastor with meaningful insights into church health, organizational trends and progress toward ministry goals.
- Manage special projects, staff events and ministry gatherings as assigned, coordinating stakeholders, timelines, communication and logistics to achieve desired outcomes.

Information Management

- In partnership with the Executive Pastor, approve time-off requests in Paycom for direct reports and review or approve expense reports in accordance with church policies.
- Maintain confidential records, correspondence and other sensitive information with discretion.

Office Logistics

- Coordinate travel arrangements, conference registrations, book purchases and other business-related purchases.
- Manage receipts, expense documentation and church-related financial transactions on behalf of the Executive Pastor.
- Conduct research on ministry, organizational and operational topics as requested, including benchmarking practices from other churches and identifying best practices.
- Perform other duties as assigned.

Required Skills/Abilities

Qualifications

- Strong organizational and time management skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to prioritize multiple responsibilities in a fast-paced environment.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Ability to learn church management and HR/payroll systems such as Paycom.
- Self-motivated with the ability to work independently while collaborating effectively with others.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Attend monthly All-Staff meetings.

Physical Requirements

- Prolonged periods of sitting and working at a computer.
- Frequent use of standard office equipment.
- Occasionally lift and carry items weighing up to 25 pounds.
- Ability to move throughout church facilities as needed.
- Occasional evening and weekend work.