

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 by ensuring clarity and alignment across staff and all internal and external operational and ministry partners. This role is strategic and relational, not clerical. This role moves initiatives from concept to completion through the employment of a unique set of comprehensive skills.

Key Responsibilities

Leadership & Vision Support

- Manage Senior Pastor's calendar, priorities, and all facets of meeting preparation, follow up, and follow through
- Assist with sermon series planning, seasonal calendars, and all operational and ministry vision initiatives
- 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
- Build clarity and alignment around priorities to ensure coordinated and timely execution

Strategic Execution

- Help move initiatives from concept to completion
- 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
- 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

Send resume to: 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