

# **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](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