



EXECUTIVE ASSISTANT

Job Description

OBJECTIVE

The Executive Assistant will come alongside the Senior Pastor, Executive Director and Executive Pastor to promote ministry effectiveness by representing them and providing administration, initiative and organizational leadership.

SCOPE

- Full-Time // Exempt (32 hours per week)
- Ministry Staff // Reports to the Senior Pastor

RESPONSIBILITIES

Ministry Staff

- Be a champion of NHC's vision, leadership and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

Executive Assistant

- Serve as liaison to the Senior Pastor for the NHC staff and congregation
- Represent the Executive Team in conversation, correspondence and in person
- Manage the Senior Pastor's schedule and serve as gatekeeper to preserve appropriate boundaries
- Provide personal and professional assistance to the Senior Pastor on a wide range of matters
- Share perspective as a ministry advisor in areas of strategic leadership and church management
- Resource senior staff team meetings and projects
- Manage communication and administration for the Elder Leadership Team's monthly meetings and related special projects (prayer and anointing, nominations committee, annual meeting, etc.)
- Oversee the New Hope Church membership and baptism processes by serving as primary contact, managing documentation and coordinating church-wide celebrations
- Assist the Senior Pastor on Sunday mornings as needed
- Coordinate preaching calendar and series content with various ministry teams
- Administrate Senior Pastor Ministries budget to maximize ministry impact
- Provide leadership for designated projects and strategic initiatives
- Provide ongoing feedback and input as to how NHC ministries can be resourced

PROFILE OF PREFERENCE

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Strong administrative, organizational and communication skills
- Servant-hearted resourcefulness and strong activator
- High cultural savvy and collaborative attitude
- High integrity and confidentiality