



# JOB DESCRIPTION

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**JOB TITLE:** Executive Assistant, Lead Pastor  
**DIRECT REPORT TO:** Lead Pastor

**DEPARTMENT:** Pastoral  
**EMPLOYEE STATUS:** Exempt

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## I. PURPOSE OF THE JOB

- The Executive Assistant is a leadership position responsible for administrative support of the Lead Pastor, including the management of the Lead Pastor's Office, scheduling, and coordination of administrative support on an executive level, while serving as the first point of contact for visitors and guests of the Lead Pastor.

## II. EXPERIENCE AND PRACTICES

- Bachelor's Degree or 3 to 5 years of experience as an executive/administrative assistant in a church or business environment.
- Demonstrates a growing, positive relationship as a Christ follower
- An exceedingly well-organized, flexible individual who enjoys the administrative challenges of supporting a high level, executive-minded leader. Must be technologically and digitally savvy, with high capability to effectively communicate through electronic media.
- High level of discretion and discernment
- Strong decision-making ability
- Honor & champion ALC mission, vision and pursuits, practicing the highest level of integrity and assuming the best of others, rather than speculating their motive.
- Organizational and staff leadership, management, decision-making and development skills
- Project Management – ability to see through major projects and meet weekly deadlines
- Relational Ability – works well with staff, ministry partners, and volunteers of varying personality types. Being able to positively interact with multiple types of people in a variety of settings; natural ability for building strong, trusting relationships across the organization
- Driven – hands-on, self-motivated, smart and emotionally intelligent individual who thrives in a dynamic environment within a fast-changing organization
- Forward Thinking/Strategic – anticipates needs & demands and works to provide logistical, innovative, and creative solutions
- Proficiency in Microsoft Office Suite, database, web, and other related applications.

## III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Ensures the Lead Pastor's time is strategically used across the organization
- Schedules, prepares, and facilitates daily meetings involving the Lead Pastor
- Manages the Lead Pastor's calendar for appointments, meetings, and travel
- Staff communication: Provide follow-ups and accountability
- Communicates changes in prioritization and decision-making efficiently
- Extends the voice of the Lead Pastor
- Manages external relationships beyond ALC with key influencers
- Provides direct administrative support to the Lead Pastor
- Coordinates and organizes daily office activities, operations, and direct the workflow within the Lead Pastor's office

- Manages flow of information so that leadership receives all pertinent information and recommendations from different perspectives.
- Monitors and reconcile expenses directly related to the Lead Pastor's budget. Process invoices, expense reports, and other documents for payment.
- Coordinates projects directly involving the Lead Pastor and direct reports
- Carries out multiple projects while effectively prioritizing tasks according to the needs of the Lead Pastor and the organization
- Oversees the management of Elder Board relations, agendas, meetings, and communications
- Manages inbound calls and inquiries on behalf of the Lead Pastor
- Monitors the activities of the Lead Pastor's reporting staff, including deadlines, leave, and travel
- Ensures consistent customer service delivery in a collaborative and solutions-based capacity to all levels of staff and volunteers.
- Assists with staff wide and church-wide communication.
- Oversees and manages the All-Church Calendar (ACC)
- All other duties as assigned

#### IV. **ESSENTIAL ATTRIBUTES:**

- Highly administrative with an eye for detail
- Possesses strong character, wisdom, and discernment.
- Analytical thinker with excellent organizational skills and a bias toward action.
- A trusted, proven individual with a servant's heart and demonstrated commitment to functioning in a high-performing team, has follow-through ability.
- Be a high-capacity person, able to handle a large diversity of details and projects, in an ever-changing environment.
- Desires and can complement and support the Lead Pastor.
- Ability to design systems and processes for continuous improvement.