



FIRST FREE
CHURCH

Executive Assistant to the Senior Pastor

Job Description

The Executive Assistant to the Senior Pastor is a crucial part of the ministry at First Free Church. This person will serve as a hub for communication, an ambassador for the Senior Pastor, and a coordinator of multiple projects at a time.

Job Description Summary

This position is a part-time, hourly position of approximately 25 hours per week. The Executive Assistant's primary responsibilities include:

- Provide executive support for the Senior Pastor
- Provide coordination for all-church events
- Provide collaborative communication and logistics support for projects involving multiple ministry departments

Accountability

The Executive Assistant reports directly to the Senior Pastor. This position also provides executive support to other staff, committees, and church leaders as directed by the Senior Pastor.

Essential Functions and Responsibilities

Assistant to the Senior Pastor

- Communicates on behalf of the Senior Pastor as his representative.
- Assists with special projects led by the Senior Pastor.
- Coordinates scheduling for the Senior Pastor and collaborates with other staff on the scheduling of major church events.
- Anticipates the needs of the Senior Pastor and learns the best ways to meet them or communicate about them preemptively.
- Creates and maintains documentation and tracking systems for Senior Pastor projects.
- Assists the Senior Pastor in developing staff meeting agendas and arrangements.
- Coordinates off-site retreats and travel plans for the Senior Pastor.
- Prepares and submits expense reports and other Senior Pastor paperwork.

- Coordinates logistics and scheduling for staff and volunteer teams led by the Senior Pastor.

Event Coordination

- Works with the Senior Pastor and event promoters to schedule concerts, speakers, seminars, etc.
- Works with the Senior Pastor to plan church group trips.
- Coordinates all-church special event planning with First Free staff and volunteers.
- Develops and leads a team of volunteers for all-church and special events.

Organizational Support

- Administrative support and liaison for the Elder Board, Deacon Board, and Nominating Committee.
- Coordinates membership interviews, additions, and removals with the Elders.
- Cross-trained in a variety of functions to provide additional assistance to other departments as needed.

Personal Qualifications

Character and Commitment

- Is a committed follower of Jesus
- Loves God and loves people well
- Warm and hospitable with a great ability to connect with people
- Demonstrates an authentic Christ-centered lifestyle
- Attends and is committed to the vision, values, and beliefs of First Free Church.
- Committed to personal spiritual growth and sharing Jesus with others
- Cultivates a friendly staff culture that is committed to excellence
- Leads with service and care for other people
- A lifelong learner, teachable, and able to receive direction and correction with graciousness
- Mature and discerning, able to brainstorm and solve problems
- Seeks to anticipate the needs of others and meet them preemptively
- Works well with others as a flexible team player

Minimum Qualifications

- Excellent administrative, communication, and time-management abilities
- Proficient in the Google Suite of office products, especially Documents and Spreadsheets
- Able to create well-designed online forms using Google Forms and/or JotForm
- Detail oriented while handling a variety of new projects on a regular basis
- Willing to tackle new challenges and research creative solutions frequently

- Excellent grasp of the English language and grammar, able to edit and write proficiently on behalf of the Senior Pastor
- Knows better than to use Comic Sans or Papyrus, ever