



## EXECUTIVE ASSISTANT JOB DESCRIPTION & PROFILE

### General Information

Position Title: Executive Assistant

Commitment: 40 hours per week, Covenant Member

Reports to: Lead Shepherding Pastor, Discipleship Pastor, Operations Pastor

Positions Reporting to: None

Others Relating to: Senior Leadership Team, Ministry and Support Operations Department Leaders, Elder Board

### Position Summary

The Executive Assistant provides high-level administrative support to the Lead Shepherding Pastor, Discipleship Pastor, and Operations Pastor, focusing on making information, time, and processes more effective. This includes drafting communications, managing calendars and emails, and coordinating meetings and events. They will play a key role in managing software systems used by the staff and church. Additionally, they will help coordinate and manage various projects overseen by the Pastors they support and the Elder Board.

### Pastor Support

- **Administrative Duties:** Create and maintain accurate files and records for the Pastors, including expense accounts, receipts, and check requests; help manage related budgets; perform other general administrative duties.
- **Meetings & Follow Up:** Help plan, coordinate, and support meetings led or attended by the Pastors. Attend meetings to take notes, identify action items, and ensure tasks are assigned and completed by the necessary team members.
- **Schedule & Calendar Management:** Organize and prioritize the Pastors' calendars, scheduling appointments, and meetings, ensuring time is optimized for all aspects of the Pastors' roles, including supervision of direct reports and teams, pastoral care, ministry development, and strategic planning.
- **Initiatives & Events:** Support and help lead various initiatives, events, and projects as assigned, collaborating with staff, volunteer teams, and outside parties.
- **Communication & Confidentiality:** Manage general church email accounts and the Pastors' individual email accounts, ensuring timely and professional responses. Draft and send communications on behalf of the Pastors and the Elder Board, upholding utmost confidentiality, use of discretion, and professionalism.
- **Logistics:** Organize and execute logistics for church meetings, events, and guest speakers, including scheduling, room reservations, and hospitality.
- **Research & Special Projects:** Perform research and undertake special projects as assigned, compiling and interpreting information to prepare reports and provide insights.

- **Mission, Values & Vision Alignment:** Help the Pastors ensure that all activities and communications align with the church's mission, values, and vision, promoting an integrated approach to ministry and operations.

## **Systems & Processes**

- **Systems Management:** Help manage and be an expert for core church management systems, such as [Planning Center](#) (for data base and volunteer management, event registrations, workflows, etc.), [eSPACE](#) (for event calendaring and facilities reservations), and [EOS](#) (concepts, tools, and processes for ministry traction and results). Ensure staff are adequately trained in these systems and processes operate efficiently and effectively.
- **Pastor Support:** Assist the Pastors in their utilization of church management software.
- **System & Process Improvement:** Periodically evaluate and enhance effectiveness and accountability within these systems and processes, collaborating with staff to boost efficiency and productivity.

## **Staff Support & Coordination**

- **Staff Engagement:** Organize staff events, development, and team meetings, including preparing agendas, materials, and refreshments to promote a positive work culture and foster a strong team culture.
- **Office Management:** Collaborate with the Facilities Team and IT to ensure the office environment is welcoming, organized, and functioning, with supplies readily available and spaces well-maintained.

## **Qualifications, Skills, and Gifts**

- **Church Membership:** Be a committed follower of Jesus Christ and an active covenant member at Fellowship Dallas, aligned with the church's doctrine, mission, vision, and values.
- **Education & Experience:** 4+ years of relevant administrative support experience.
- **Skills:** Strong written and verbal communication; strategic problem-solving; attention to detail; good judgment; and confidentiality.
- **Technology Proficiency:** Comfortable using office software (Microsoft 365 Office, One Drive, SharePoint, Teams, etc.) and church management systems (such as Planning Center and eSPACE).
- **Attributes:** Proactive, humble, adaptable, organized, able to work well under pressure, with a winsome, friendly, and appropriate professional demeanor that fosters positive relationships.
- **Time Requirements:** Full-time role; 40 hours per week; requires availability to work occasionally on Sundays and before and after normal 9:00-5:00 weekday business hours.

To apply, email interest letter and resume to [apply@fellowshipdallas.org](mailto:apply@fellowshipdallas.org).