



Position: Executive Assistant

Supervisor: Lead Pastor

Overview: The Executive Assistant is responsible for supporting the Lead Pastor as he leads the congregation and broader ministry of The District Church. The Executive Assistant is expected to be extremely organized, an excellent communicator, and a strong collaborator in a fast-paced, mission-oriented environment.

Responsibilities

Lead Pastor Support

- Schedule and confirm all meetings
- Support prep and follow up to monthly Exec Board monthly meetings
- Support the execution of any special church wide events initiated by Lead Pastor

Staff Support

- Organize all-staff calendar and annual all-church calendar
- Support special events as needed (eg. newcomers events, conferences, big Sundays, volunteer appreciation)
- Support staff with weekly meetings and celebrating special days.

Special Projects initiated by Lead Pastor

- Current Project: Volunteer Champion. Work with the Lead Pastor to develop and execute a new strategy to engage volunteers across all of our ministry teams. The goal is to involve every member of the church to meaningfully serve on a ministry team. Oversee the volunteer experience on Sundays across all ministry teams to help create an environment where volunteers are eager to come back each week to serve.

Office Management

- Oversee scheduling of space in ministry center in coordination with facilities
- Maintaining inventory of supplies
- Respond to incoming communication and direct to relevant staff.

Requirements & Skills Needed

- Commitment to Christ and to your own spiritual growth
- Committed to the mission and culture of TDC
- Strong interpersonal skills
- Excellent verbal and non-verbal communication
- Ability to execute administratively on a consistent basis

Full-time paid salary with benefits

If interested, please email PDFs of cover letter & resume to aaron@districtchurch.org