



## EXECUTIVE ASSISTANT TO THE LEAD PASTOR Job Description & Profile

### GENERAL INFORMATION

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| Position Title:           | Executive Assistant to the Lead Pastor  |
| Commitment:               | 40 hours per week, Mondays through Fridays with the ability to work occasional evenings and weekends as scheduled   |
| Reports to:               | Lead Pastor   |
| Positions Reporting to:   | None  |
| Others Relating to:       | Ministry Leaders, Executive Pastors, Executive Administrator, Elders, Support Operations Personnel  |
| Overview of the Position: | This Executive Assistant position requires leadership qualities such as adaptability, discernment, excellent interpersonal skills, project coordination experience, and the ability to represent the Lead Pastor to the congregation and general public. This position will provide high level administrative support to the Lead Pastor including screening calls and emails, drafting communications, managing calendars, and coordinating meetings & events. |

### RESPONSIBILITIES

#### *Outward-Facing Representation and Relationships*

1. Interaction with Others: Build good relationships with the congregation, other churches and ministries, and the general public. Use excellent interpersonal skills to work with the Elders, other staff, and key volunteer leaders in carrying out the Lead Pastor's ministry in the church and the community.
2. Development: Serve as a front face in the development of relationships with members and donors with the goal of increasing giving. Coordinate meetings and gatherings with members and donors including planning catering, decorations, facilities/supplies, etc. Assist with developing a year-end giving plan.
3. Covenant Membership: Assist with coordinating Covenant Member Gatherings and Covenant Member Invitations, including event planning, sending invitations, and follow-up letters. Assist the Lead Pastor in his communications with Covenant Members.
4. Pastoral Counseling: Field, vet and schedule requests for pastoral counseling including marital counseling.

#### *Administrative and Communication*

5. Emails and Communication: Screen and filter Lead Pastor's emails and phone calls, prioritizing inquiries and redirecting as appropriate. Prepare confidential correspondence, reports, and other complex documents. Draft internal and external written communications on behalf of Lead Pastor when appropriate. Assist with Social Media platforms and profiles.
6. Administrative Support: Assist with administrative duties including expense reports

through Nexonia, facilities reservations through eSPACE, Communications and Strategic Systems/Data project requests, travel arrangements, occasional personal errands, etc.

7. Calendar Management: Oversee and synchronize the Lead Pastor's work calendar, scheduled events, meetings, and personal calendars - protecting his calendar to clear an optimal path for the Pastor to focus on sermon planning, staff leadership, and relationships with congregants.
8. Administration of Meetings: Help with preparation and follow-up for staff meetings and Elder Board meetings, including preparation of agendas and supporting documentation, meals/catering, and supplies. Attend meetings with and for the Lead Pastor, as requested, to take notes, anticipate problems, ensure follow-through on tasks, and function as an extra set of eyes and ears.
9. Sermon Planning: Serve as a communication liaison for sermon plans including coordinating and distributing upcoming series calendars, sermon outlines, slides, etc.
10. Office Duties: Assist the Executive Administrator, as needed, with office upkeep including organizing and stocking materials and supplies, as well as planning and executing staff events.
11. Other: Provide executive and administrative support to other ministries and leaders on an as needed basis.

## QUALIFICATIONS

- Willing to become an active Covenant Member of Fellowship Dallas
- Understanding and buy-in of Fellowship Dallas' Vision Frame and Vision Proper
- Ability to offer feedback, input, and advice to the Lead Pastor as needed
- High level of emotional intelligence with ability to exercise extreme confidentiality, trustworthiness, and discernment
- Confident, self-motivator, eager to grow, a fast learner, and works independently
- Friendly, engaging, and gracious posture/correspondence towards fellow staff members and congregation
- Hospitable and professional
- Minimum 4+ years in related experience or training preferred
- Bachelor's Degree preferred but not required
- Proficiency in Microsoft Office (including Outlook, Word, Excel, PowerPoint, and SharePoint), skilled in data entry, and familiarity with databases
- Excellent written and verbal communication skills with the ability to communicate clearly and concisely
- High attention to detail, administratively gifted, organized, and efficient
- Excellent problem-solving skills

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