



Title: Full-Time Executive Administrative Assistant

Purpose:

The Executive Administrative Assistant is responsible for the administrative support of the Lead Pastor and Women's Pastor, including managing the scheduling and coordinating administrative support on an executive level. The Executive Assistant is the primary contact for the Lead Pastor and Women's Pastor on all matters requiring his/her attention.

Reports To: Lead Pastor and Women's Pastor

Exempt: ☐ **Non-Exempt:** ☒

Key Responsibilities:

1. Managing the pastor's schedules

Keeping the pastor's calendars up to date for appointments, meetings, travel, and more.

2. Serving as the primary contact.

Being the first point of contact for visitors and guests of the Lead Pastor and Women's Pastor

3. Providing administrative support.

Handling correspondence, reports, files, and other administrative tasks.

4. Coordinating office activities.

Organizing daily operations and workflow to minimize the pastor's workload

5. Providing hospitality support.

Arranging meals, accommodations, and logistics for meetings, events, and guests.

6. Operate as a member of the Bridge Staff

Attend and participate in all required staff/team meetings.

Helped and assisted in church-wide events as needed and as they were available.