



## Executive Assistant & HR Director

The Executive Assistant & HR Director empowers the mission of the Executive Pastor of The Grove, as well as other top level leaders as needed. Along with coordinating daily tasks and administrative needs, this position takes on special projects within operational areas and oversees the Human Resources department. Proactivity, follow-through, positivity, and relational strengths are critical to success. This role combines high-level interpersonal skills with administrative excellence and effectiveness.

Reports to: Executive Pastor  
Oversees: HR Coordinator  
Works with: Senior leadership, Operations team, church staff  
Works: Part-time, hourly, 28 hours per week

### Administrative Support to Executive Pastor – 40%

- Plan and coordinate Executive Pastor's schedule.
- Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Pastor's time and office.
- Prioritize competing needs and goals.
- Communicate directly with staff, board members, and others on behalf of the Executive Pastor, in a way that maintains credibility, trust and support.
- Process purchases and reimbursements.

### Human Resources – 40%

- Give high level oversight to HR processes, including staffing and benefits.
- Coordinate staff trainings.
- Oversee updates and revisions of HR procedures and documents.
- Manage employee files and other records.
- Assist with additional HR responsibilities as needed.

### Special Projects – 10%

- Assist with special organizational projects for church operations—facilities, accounting, legal issues, and others.
- Assist with budget development and update reports for board and finance team.

### Other – 10%

- Attend team meetings, all-staff meetings, staff devotions and trainings.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith**. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.*