



Executive Assistant to Lead Pastor

The Executive Assistant empowers the mission of the Lead Pastor of The Grove. Along with coordinating daily tasks and administrative needs, the Executive Assistant serves as a liaison with the congregation, board members, staff and volunteers. Proactivity, follow-through, positivity, and relational strengths are critical to success in this position. This role combines high-level interpersonal skills with administrative excellence and effectiveness.

Reports to: Lead Pastor
Works with: Senior leadership, staff, volunteers, congregation members
Works: Part-time, hourly, 25 hours per week

Administrative Support to Lead Pastor – 80%

- Plan and coordinate Lead Pastor's schedule.
- Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Lead Pastor's time and office.
- Prioritize competing needs and goals.
- Communicate directly with staff, board members, and others on behalf of the Lead Pastor, in a way that maintains credibility, trust and support.
- Process purchases and reimbursements.
- Transfer teaching/sermon materials to PowerPoint.
- Coordinate all-staff meetings and events, pastoral outings and Ministry Faires.
- Manage supply and distribution of Grove clothing.

Other – 20%

- Assist Lead Pastor, Senior Pastor and Executive Pastor with special projects as needed.
- 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.*