

# Executive Assistant to Teaching Pastor - Job Description

## General Description

The Executive Assistant is responsible for administrative and general support of the Teaching Pastor, including the management of daily schedules, correspondence (voicemail, email, regular mail, etc.), coordination and preparation of meetings, and speaking engagements, and travel planning. This role provides high-level administrative and organizational support, enabling the Teaching Pastor to focus on preaching, teaching, vision, and leadership responsibilities. This role requires exceptional communication skills, discretion, a heart for ministry, and the ability to manage multiple projects and priorities in a fast-paced environment with excellence and care.

## Essential Job Functions

1. Manage all forms of Teaching Pastor correspondence (voicemail, email, and regular mail, etc.) to ensure a smooth flow of communication with quick discernment and professionalism.
2. Manage Teaching Pastor's calendar, appointments and travel arrangements.
3. Setup and maintain electronic filing systems as needed to ensure easy access to important documents and records.
4. Prepare meeting agendas, take detailed notes, and ensure follow-up on action items.
5. Handle Teaching Pastor's expense reports, reimbursements, and ministry-related purchases.
6. Assist with sermon prep, research, props and resource management.
7. Create, organize, and proofread sermon outlines, slides, and resources to coordinate with the Creative and Production teams.
8. Edit articles, manuscripts, presentations, and other written material as needed in support of the Teaching Pastor.
9. Function as resource management data entry person (book text, magazine and newspaper articles, etc.) in support of sermon development and authorship of articles, books, and other publications.
10. Rotate PA Weekend Duties with the Lead Pastors' EA to include sermon notes, Sunday run-thru with the Production Team, reserving pastoral seats, Kid's check-in/pick-up, and provide the website quote/approval of YouTube thumbnail.
11. Serve as a liaison between the Teaching Pastor and staff, volunteers, and other stakeholders.
12. Coordinator logistics for any Teaching Pastor-led events, conferences or retreats, etc.
13. Support the Teaching Pastor in preparing materials for staff meetings, C-Suite meetings, conferences, retreats, and outside engagements, and ensure follow-up on action items.
14. Manage follow-up with the Discipleship Team and individuals connected through ministry initiatives.
15. Perform other duties as assigned.

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## Education and Experience

The ideal candidate possesses a strong personal faith in Jesus Christ and alignment with Lighthouse's mission, vision, and values. They should demonstrate exceptional organizational skills and attention to detail, as well as excellent written and verbal skills, high emotional intelligence, and relational discernment. Candidates must have a minimum of 3 years experience as an executive/administrative assistant in a church or business environment. In some cases, extensive demonstrated experience can be substituted. Team leadership experience and/or an Associates Degree in Business or related field is a plus. The successful individual must be proficient in Microsoft Office and Google applications, and comfortable learning new platforms (Planning Center, Basecamp, Adobe, etc.)

## Compensation

This is a full-time position (40 hours per week) compensated at a rate depending on experience. All qualified applicants should send their cover letter and resume to [staffing@lighthouse.church](mailto:staffing@lighthouse.church).