



**EXECUTIVE ASSISTANT:
FOR EXECUTIVE PASTOR AND COLLECTIVE
JOB DESCRIPTION**

Job Title: Executive Assistant: For Executive Pastor and Collective
Status: Full Time
Supervisor Title: Executive Pastor
Date Prepared/Revised: February 11, 2025

The Executive Assistant serves the Executive Pastor in his responsibilities for both Rivers Crossing and The Extraordinary Church Collective. They are responsible for organizing, assisting, and executing administrative responsibilities.

Competencies:

- Proactive: Acts without being told what to do.
- Communicator: Able to communicate confidently and concisely with people.
- Efficient: Able to produce significant output with minimal wasted effort.
- Detail Oriented: Does not let important details slip through the cracks.
- Humility: Leads from a position of humility, not authority.

Responsibilities (Rivers Crossing):

- Serve as a filter for e-mails, personal conversations, and meetings, at the discretion of the Executive Pastor.
- Attend meetings with the Executive Pastor and follow up on projects and events. Document action steps and filter them to the appropriate people.
- Assist the Executive Pastor in the administrative functions of the church, ranging from human resources to financial administrative duties.
- Gather information and send out periodic e-mail communication to the staff.
- Work with other staff members at the discretion of the Executive Pastor.
- Manage calendar for the Executive Pastor.
- Coordinate travel for Executive Pastor.
- Provide research for ministry initiatives and church related activities.

Responsibilities (Collective):

- Serve as a filter for e-mails, personal conversations, and meetings, at the discretion of the Executive Pastor.
- Schedule Zoom calls with potential planters and on-site weekend visits
- Onboard newly signed planters
- Organize and execute care and gifts for all planters
- Research, plan and execute the annual retreat (travel required)
- Perform basic accounting functions for The Collective
- Assist with creating forms and policies for the resource portal

Key Strengths:

- Achiever, Responsibility, Communication, Positivity, Consistency



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Personal Responsibilities:

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Live a generous life by giving at least 10% of your income to the vision of Rivers Crossing.
- Be passionate about Jesus and Rivers Crossing, and represent both with excellence, on and off the job.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.

To apply email your resume to jsharp@riverscrossing.com.