

EXECUTIVE ASSISTANT JOB DESCRIPTION

Job Title: Executive Assistant

Status: Full Time

Date Prepared/Revised: March 2026

An Executive Assistant serves a Pastor in the church by representing the heart and vision of the church. They are responsible for organizing, assisting, and helping the Pastor fulfill their call to serve the church.

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.
- Confidentiality: Able to handle and maintain sensitive information.

Responsibilities:

- Serve as a filter for e-mails, personal conversations, and meetings, at the discretion of the Pastor.
- Attend meetings with the Pastor and follow up on projects and events. Document action steps and filter them to the appropriate people.
- Assist the Pastor in tracking expenses, including turning in receipts and coding them to the proper category.
- Gather information and send out periodic e-mail communication.
- Work with other staff members at the discretion of the Pastor.
- Manage calendar and coordinate travel for the Pastor.
- Provide research for ministry activities the Pastor oversees.

Key Strengths:

- Activator, Responsibility, Communication, Positivity, Consistency

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.