

## Executive Assistant – Office of the Senior Pastor

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**Team:** Executive Leadership Team

**Supervisor:** Senior Pastor

**Direct Reports:** None

**Status:** Full Time (40 hours) – Non-exempt. Hours include some nights and weekends.

### Position Summary:

Connecting the world with God and one another by providing legendary service and administrative support for the office of the Senior Pastor and those served by the ministry.

### Individual Responsibilities:

- Administrative Tasks for Senior Pastor Office:
  - Scheduling & Calendar Management
  - Assist in booking travel for conferences and speaking engagements
  - Administrative support for day-to-day operations of the office of the senior pastor (events support, email, expense reports, etc.)
  - Preaching calendar & sermon prep planning
  - Assist other senior leaders with administrative support (scheduling, ordering, etc.)
- Project Management:
  - Co-manages team workspaces and documentation.
  - Administrates key project timelines and budgets.
  - Coordinate wedding process for Senior Pastor's weddings
  - Support Bridge Builder program
  - Assist in doctoral program projects
- Event and Meeting Support:
  - Administrative coordinator for Governing Board Elder meetings and annual retreat.
  - Provides additional support to churchwide and staff-wide events as needed.
  - Assist in Staff Huddle coordination

### Position Requirements:

- Strong interpersonal skills, able to interact in a positive, courteous, and professional manner.
- Excellent planning, organizational, follow-up, and administrative skills.
- Teachable spirit with an eager readiness to serve.
- Firm commitment to confidentiality. (*Confidentiality statement signed annually*)
- Bachelor's Degree preferred.
- 2 years of experience in an administrative position preferred.

### Time requirements:

- Schedule varies.
- Requires flexibility and availability to take calls before/after normal office hours.

### ORGANIZATION OVERVIEW

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit [alliancechurch.org](http://alliancechurch.org).

