



Job Description

Executive Assistant to the Lead Pastor

ESSENTIAL JOB FUNCTIONS:

MP exists to *SHOW PEOPLE WHO JESUS IS*. Which means, every person we hire must have a heart to reach lost people and a love for the Church. God is writing an unlikely story here in the Midwest and we deeply believe God is readying His Church for a historic movement that brings glory to HIS name alone.

The Executive Assistant will help fulfill MP's vision by providing administrative and organizational support to the Lead Pastor.

Reports to:
Lead Pastor

QUALIFICATIONS AND REQUIREMENTS:

- A mature relationship with Jesus Christ that is clear and evident
- Exceptional interpersonal, verbal, written, and organizational skills
- Projects a professional and confident image and is able to handle a stressful pace
- Ability to handle confidential information
- Proven leadership skills
- Ability to work in a multi-task environment
- Strong administrative abilities
- Must be familiar with MAC products
- Have experience with Microsoft Word, Excel, PowerPoint and Google Workspace
- Have a working knowledge of social media platforms
- Have working knowledge of Canva or other relevant Design tools.
- This role may include work outside of normal business hours
- Must be a proactive problem solver

PERFORMANCE RESPONSIBILITIES:

1. **Organizational Support for Lead Pastor**
 - Manage Lead Pastor's calendar, schedule meetings, conferences, retreats, etc.
 - Schedule and plan Lead Pastor's travel
 - Plan and prepare materials for staff retreats and other meetings
 - Maintain Lead Pastor's files; keep office organized
 - Provide support to Board of Elders
 - Conduct research for sermons and other projects
 - Conduct personal tasks for the Lead Pastor as needed



2. Front Line Representation for Lead Pastor

- Serve as LP's first point of contact for all internal and external connections
- Prepare correspondence and reports for Lead Pastor
- Manage communications for Lead Pastor

3. Project Management

- Provide leadership for special projects as assigned by Lead Pastor
- Ability to manage a team a budget and teams of people
- Must maintain an awareness of overall church goals

4. Also...

- Familiarize yourself with all the characters in Friday Night Lights.
(Bonus Points: Own a Dillon Panthers t-shirt)
- Have been told by more than one person in your life, "You are so funny!"
- Prefer dark chocolate over milk chocolate... never white chocolate.
- Know ALL ABOUT your enneagram number.

Please send resume to jobs@madisonparkchurch.org
