
EXECUTIVE ASSISTANT

Job Title: Executive Administrative Assistant

Ministry Purpose: Consistent with Romans 12:9-15 and Ephesians 4:11-12, all Bethlehem Church Employees are responsible for assisting the Pastor and staff in carrying out the daily ministry functions of Bethlehem Church and all other duties as assigned.

Job Description: Managing scheduling and communication on behalf of the Executive Pastor (XP) to make him the best version of himself.

Job Classification: Full-time

Reporting to: Executive Pastor

Key Responsibilities:

- Managing personal and professional schedules for XP
- Responsible for timely follow up responses on XP's email and weekly checking of XP's mail
- Organize and execute travel for outside speaking engagements, conferences, and cohorts
- Represent the XP in communicating with staff and, when necessary, during meetings
- Responsible for the editing of message manuscripts and leadership talks
- Organize the setup and hospitality for monthly Staff Leadership Development Groups
- Complete monthly expense reports
- Other duties as assigned

Characteristics:

- Efficient, organized, prioritizes tasks well
- Operates with discretion
- Strong interpersonal skills
- Adaptable & self-motivated

Spiritual Criteria:

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth
- Models standards and expectations of leaders within Bethlehem Church
- Must attend Bethlehem Church

Experience:

- Previous experience with administrative tasks (Preferred)