



**Position: Executive Assistant**

**Supervisor: Lead Pastor**

**Overview:** The Executive Assistant is responsible for supporting the Lead Pastor and Executive Pastor as they lead the church staff, congregation, and the broader TDC ministry. The Executive Assistant is expected to be extremely organized, an excellent communicator, and a strong collaborator in a fast-paced, mission-oriented environment.

**Requirements and Detailed Responsibilities**

**Spiritual**

- Committed to Christ as your Lord and Savior
- Commitment to spiritual growth and to a spiritually healthy lifestyle
- Represent TDC in a manner consistent with its values and mission

**Responsibilities**

*Lead Pastor & Executive Pastor Support*

- Schedule and confirm all meetings
- Plan all travel and support logistics with special guests
- Support prep and follow up to monthly Exec Board monthly meetings
- Support Pastoral team in executing leadership community events

*Staff Support*

- Develop and distribute staff meeting agendas and support pastors in leading meeting
- Organize all-staff calendar and annual all-church calendar
- Schedule, plan, and manage staff retreats
- Support special events as needed (newcomers events, conferences, big Sundays, volunteer appreciation)

*Finance Support*

- Support Lead & Exec Pastors in budgeting and donor development
- Work with Lead & Exec Pastors to ensure quarterly giving statements & letters are sent to all TDC donors
- Support Exec Pastor in annual budget process, as needed
- Track special initiative funds and monitor pledge fulfillment and status
- Ensure monthly expense reports are provided to appropriate staff in a timely manner
- Process offering, ministry and all staff reimbursements
- Pay utilities, rents, and insurances within deadlines

*Office Management*

- Oversee scheduling of space in ministry center
- Maintaining inventory of office supplies



- Maintaining office equipment in working order
- Oversee office cleaning
- Coordinate facility management with vendors and contractors as needed - trash, repairs, cleaning, etc...
- Coordinate and communicate with Fairmont House tenants as needed

### **Required Skills**

- Excellent verbal and non-verbal communication
- Organized and detail-oriented
- Proficiency in Word and Excel and G-Suite
- Flexible & can adapt to any environment
- Self-starter
- Strong critical thinker
- Creative problem solver
- Good listener
- Strong interpersonal skills

### **Qualifications**

- Committed to Christ and to the mission of TDC. Understands and fits the values, mission, and culture of TDC.
- Believes administration and management is a vital area of ministry and sees this as one's calling
- Ability to multi-task and work efficiently on multiple projects
- Task oriented, teachable
- Ability to anticipate future needs to facilitate successful planning / scheduling
- Ability to take initiative and prioritize projects
- Maintains confidentiality

**Full-time paid salary with benefits**

**If interested, please email PDFs of cover letter & resume to [aaron@districtchurch.org](mailto:aaron@districtchurch.org)**