

Executive Assistant

Role Summary

The Executive Assistant exists to provide high-level administrative leadership, relational coordination, and strategic support to the Lead Pastor in service of Mount Pisgah's mission of taking the hope of the Gospel to our neighbors.

This role ensures that the Lead Pastor is prepared, prioritized, and meaningfully connected to the people and initiatives that matter most. The Executive Assistant serves as a central coordination point across staff, lay leadership, and governance structures helping the church operate with clarity, alignment, and momentum.

This role is not simply task-oriented. It requires anticipation, discretion, relational intelligence, and the ability to manage complexity in a dynamic ministry environment.

Department and Reporting

Reports To: Lead Pastor

Works Closely With: Pastoral Staff

Schedule and Work Rhythm

- Full-Time, with significant flexibility
- Occasional evenings and weekends based on church events and leadership rhythms
- Rhythm will flex with ministry seasons and leadership needs

Primary Responsibilities

Executive Support and Prioritization

- Manage and maintain the Lead Pastor's calendar with a focus on strategic priorities
- Anticipate needs, resolve scheduling conflicts, and ensure preparation for all engagements
- Help steward the Lead Pastor's time toward highest-impact relationships and initiatives

Governance and Leadership Coordination

- Support Church Council, Executive Committee, Finance Committee, Trustees, and other leadership bodies
- Prepare agendas, materials, and presentations for meetings
- Capture and distribute meeting notes, ensuring clarity and follow-through
- Coordinate committee nominations and leadership formation processes

Communication and Alignment

- Serve as a key liaison between the Lead Pastor, staff, lay leaders, and external partners
- Draft, edit, and manage correspondence on behalf of the Lead Pastor
- Partner with the Creative team to ensure communication is aligned, clear, and consistent
- Help maintain strong relational connections across the life of the church

Staff and Event Coordination

- Organize and support staff meetings, leadership gatherings, and retreats
- Coordinate events connected to the Lead Pastor (stewardship gatherings, recognition events, etc.)
- Assist in planning environments that are thoughtful, prepared, and people-centered

Systems and Administrative Leadership

- Maintain key systems including calendars, databases, and reporting tools
- Support onboarding processes for new staff in partnership with finance and operations
- Process expenses, invoices, and administrative workflows with accuracy and timeliness
- Track action items and ensure follow-through on key initiatives

Leadership Team Participation

- Serve as a contributing member of the Church Leadership Team
- Support alignment and execution of church-wide priorities

Measures of Success

- The Lead Pastor is consistently prepared, focused, and supported
- Leadership meetings are clear, productive, and well-executed
- Communication flows smoothly across staff and lay leadership
- Key initiatives move forward with follow-through and accountability
- The church experiences increased clarity, alignment, and operational health

Qualifications and Experience

Qualifications

- Strong alignment with the mission, identity, and direction of Mount Pisgah Church
- High level of discretion, professionalism, and relational maturity

Experience

- 4+ years of experience in administrative, executive support, ministry, or related field
- Bilingual (Spanish/English) Preferred
- Experience supporting senior leaders or pastors strongly preferred
- Experience within a church or nonprofit environment is highly valued

Knowledge, Skills, and Competencies

- Exceptional organizational and time-management skills
- Strong written and verbal communication with pastoral sensitivity
- Ability to anticipate needs and proactively solve problems
- High relational intelligence and emotional awareness
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams, OneNote)
- Familiarity with church management systems (Planning Center, etc.) preferred

Compensation and Benefits

Full-Time role with benefits package per Mount Pisgah Church policy. Salary is commensurate with experience.

Mount Pisgah offers a variety of insurance and retirement benefits including medical, dental, vision, life, and disability insurance, and a 403B retirement savings plan. Mount Pisgah also provides ministry-related expense reimbursement and other benefits appropriate to a pastoral leadership role.