



Valley Community Baptist Church Job Description

Executive Assistant to the Senior Pastor

Ministry Division: Elders

Purpose: The Executive Assistant to the Senior Pastor also supports the Executive Pastor and the Elder Board. This role includes supporting the admin staff and the administrative needs of the church.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

- Strong organizational, time management, and multi-tasking skills
- Strong relational and communication skills
- Strong computer skills
- Experience coordinating events
- Ability to work independently and take initiative
- Demonstrates a growing personal relationship with Jesus Christ
- Supports the mission, values, and statement of faith of Valley Community Baptist Church
- Serves with humility, integrity, and confidentiality
- Works collaboratively with staff and volunteers
- Previous administrative experience on executive level preferred

Ministry Responsibilities

1. Executive Support

- Manage and maintain the Senior Pastor's calendar, scheduling appointments, ministry commitments, and travel.
- Anticipate needs and proactively manage priorities to maximize the effective use of the Senior Pastor's time.
- Prepare documents and materials for meetings and events.
- Support the Executive Pastor as needed with administrative tasks.
- Provide support to the Search Committee and Nominating Committee.
- Maintain church records, including the Constitution and membership rolls.

2. Communication Management

- Serve as primary point of contact for the Senior Pastor's office, managing correspondence, emails, and phone calls as appropriate.
- Facilitate communication between the Senior Pastor, staff, elders, ministry leaders, and members of the congregation.
- Proofread church communications.
- Gather and record monthly attendance for Dashboard reporting.
- Maintain Church Approved Calendar.

3. Meeting and Ministry Coordination

- Coordinate staff meetings and gatherings, including retreats.
- Attend and record minutes from elder meetings, as well as congregational meetings.
- Maintain Basecamp project management tool for elder communication.
- Prepare PowerPoint presentations for congregational meetings.
- Prepare and post documents in preparation for monthly elder meetings.

4. Administrative Operations

- Approve events in Church Community Builder database
- Review calendar of events for admin meeting
- Lead admin meetings
- Maintain staff paid time off chart
- Database management for elder-related activity
- Prepare reimbursement requests

Key Working Relationships

1. Reports to the Senior Pastor (in coordination with the Executive Pastor)
2. Works collaboratively with the admin staff.
3. Functions cooperatively and collaboratively as a member of Valley's staff.
4. Supports the Elder Board and its work.

Other Details and Important Information

Exempt: No

Status: Full-time (40 hours/week)

Date: July 22, 2026

Posted by: Executive Pastor

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

Interested individuals must fill out an application, available on the Employment page on the Valley website. Please email the application, cover letter, and resume to search@valleycommunity.cc

No phone calls, please.