



## Success Profile

**Job Title:** Senior Executive Assistant    **Department:**    **Director:**

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### **Purpose:**

The Senior Executive Assistant is responsible for managing the administrative tasks and schedule of the senior pastor, acting as the primary point of contact for their office, coordinating meetings, travel arrangements, correspondence, and providing support for various church initiatives and events, all while maintaining confidentiality and upholding the church's values.

### **Experience, Knowledge, and Skills Required:**

- Ability to manage multiple priorities, deadlines, and complex schedules effectively
- Clear and professional verbal and written communication to interact with various stakeholders
- Expertise in Microsoft Office Suite, calendar applications, and other relevant software
- Ability to handle sensitive information with utmost discretion
- Provides courteous and professional support to church members and visitors
- Familiarity with church structure, ministries, and procedures
- Commitment to the values and mission of the church
- Editing and proofreading ability
- Detail oriented, creative, ability to learn new software applications
- Willingness to work after hours or on weekends when needed
- Strong work ethic, commitment to excellence

### **Essential Functions and Responsibilities:**

- Maintains the senior pastor's detailed calendar; schedules appointments, meetings, and travel arrangements with staff, church leaders, community members, and outside organizations.
- Handles incoming calls, emails, and correspondence, filters and prioritizes issues, and prepares responses on behalf of the senior pastor.
- Arranges logistics for meetings; prepares agendas, distributes materials, takes minutes, and follows up on action items.
- Books flights, hotels, and transportation for the senior pastor's travel; manages itineraries and necessary documentation.
- Prepares reports, presentations, and other documents as needed; manages files and maintains accurate records.

- Assists with planning and logistics for church events, including conferences, retreats, and special services.
- Coordinates meals, accommodations, and other arrangements for visiting guests and speakers.
- Maintains strict confidentiality regarding sensitive information related to the church and its members.
- All other duties as assigned.

**Attributes:**

- Love for God.
- Love for people.
- Devoted to the call of God, to the unity, leadership, vision, purpose and core values of City Hope, and to fulfilling the Great Commission with integrity and passion.
- Pursues excellence with a work ethic that is excellent, protective and frugal with time and money.
- Loyal, trustworthy, and faithful.
- Displays an attitude of a Christ-like servant and is a humble, life-long learner.
- Works well with others, cultivates a team-building atmosphere, and nurtures positive relationships with other staff and team members.
- Maintains God-ordained priorities: Jesus Christ first, spouse second, children third, and ministry fourth.
- Gives at least 10% of income to the vision of City Hope Church.
- Strives to keep unity and maintain charity of faith toward others (James 3:1, Romans 14, Romans 15:1-5).

**Relational Connections:**

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**Supervisory Responsibilities:**

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**Physical Demands:**

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**Key Performance Measurements:**

A values-based performance review will be conducted annually on hire-date anniversary. This review is based on City Hope Values and Standards (located in the Employee Handbook).

\*This description is not all-inclusive, and other duties may be assigned as necessary.

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