



Orangewood CHURCH

>> Inviting every person into the life-changing story of Jesus <<

EXECUTIVE ASSISTANT

POSITION PURPOSE: The Executive Assistant provides logistical support to Orangewood's pastors and executive leadership, ensuring smooth operations, organized schedules, efficient communication, and timely completion of administrative tasks that enable leaders to focus on shepherding and mission work.

DIRECT REPORT: Executive Director

EMPLOYMENT TYPE: Full-Time

JOB DESCRIPTION: The Executive Assistant works closely with the pastoral staff to manage calendars, coordinate events and meetings, handle communications, complete administrative tasks, and support various church functions. This role requires attention to detail, strong organizational skills, proficiency with technology, and the ability to proactively manage responsibilities across multiple leaders and departments.

PRIMARY RESPONSIBILITIES >>

In every responsibility, the Executive Assistant helps the church live out its mission of inviting every person into the life-changing story of Jesus and its vision of a gospel-centered, formation-focused, and mission-moved life.

Provide administrative assistance to pastors and executive leaders

Coordinate schedules and arrange events and meetings

Manage emails, task lists, and project coordination

Perform clerical duties, including scanning, filing, and organizing

Run errands and prepare materials

Utilize Planning Center to coordinate events

Attend ministry events and provide administrative support

HOW TO APPLY >>

Please send cover letter and resume to:

Tiffany Hawkins | Executive Assistant | thawkins@orangewood.org

QUALIFICATIONS & REQUIREMENTS >>

EDUCATION & QUALIFICATIONS

Associate's or bachelor's degree preferred

Minimum of 3 years of administrative experience

EXPERIENCE & SKILLS

Experience providing administrative support in a church or nonprofit setting preferred

Strong organizational skills

Excellent written and verbal communication skills

Proficiency in Microsoft Office, email systems, and general office technology

REQUIREMENTS

Must be an evangelical Christian in agreement with Orangewood Church's mission

Must be an active member of Orangewood Church or willing to join

Must maintain confidentiality and be a supportive, trustworthy presence for pastors and staff

All duties and responsibilities listed are essential job functions. Reasonable accommodations will be made as necessary. This job description is not exhaustive and may be revised as needed to reflect ministry needs and leadership direction.