

Position: Executive Assistant

Department: Pastoral Team

Job Type: Full Time (40hrs/wk)

Campus: West Creek

Reports to: Executive Pastor

OVERVIEW

The Executive Assistant is responsible for providing executive level assistance to the Executive Pastor and the Church in areas of administration and communication as needed by the Executive Pastor, in order to help achieve HOPE's mission of offering experiences, relationships, and places where people can find life and purpose through Jesus Christ.

RESPONSIBILITIES

- Assist with the Executive Pastor's communication, administration, and scheduling needs - along with other support needs as necessary such as implementing and communicating ministry efforts, arranging meetings, communications, scheduling etc. This includes communications with other Senior Leaders and their assistants.
- Ensure a smooth flow of communication to and from the members of the Senior Leadership Team.
- Make travel arrangements for Executive Pastor as needed.
- Function as coordinator managing logistics for all Executive Pastor-led events, retreats, staff and other meetings, etc.
 - » Has a detailed understanding of the business policies and practices of the church and often works with highly confidential information or conflict situations.
- Perform other duties as assigned.

PREFERRED OR REQUIRED HOURS

- 40 hours per week
- Sunday hours required

BENEFITS

- Hope Church covers 100% of healthcare premiums for full-time employees and their families. This includes medical, dental, vision, and life, as well as short-term and long-term disability.
 - Counseling reimbursement for employees and families
 - Retirement plan
 - Technology reimbursement
 - Paid Time Off
 - Weekly staff devotions and prayer
 - Flexible work schedule
 - Training and fellowship opportunities
-

In order to apply - please submit the following to: hr@hopecentral.com

- [Cover Letter & Resume](#)
- Hope [Application](#) for Employment