

Foothill CHURCH

EXECUTIVE ASSISTANT TO THE EXECUTIVE PASTOR OF OPERATIONS OPERATIONS

OVERVIEW:

Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

ROLE SUMMARY:

The Executive Assistant to the Executive Pastor of Operations serves Foothill Church, Foothill Christian School, and Foothill Preschool by providing comprehensive administrative and project management support. This role handles daily operations, including email management, calendar coordination, and other key assignments, ensuring efficiency in a fast-paced, dynamic environment. The assistant streamlines communication, manages sensitive information with discretion, and proactively solves problems to help advance the church's mission. This role requires close daily collaboration with the Executive Pastor of Operations and a high level of trust, initiative, and communication.

QUALIFICATIONS:

- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
- Committed to biblical generosity, regularly giving tithes and offerings as a reflection of spiritual maturity and alignment with Foothill Church's mission.
- Bachelor's degree preferred, or equivalent experience.
- Two+ years of experience preferred in administration, project management, or a related field, or a combination of education and demonstrated abilities.

ABILITIES:

- Maintain confidentiality and handle sensitive information with discretion.
- Highly organized, detail-oriented, and capable of managing multiple ongoing projects.
- Take initiative to enhance the efficiency and effectiveness of the assigned pastor(s).
- Self-motivated, disciplined, and able to work independently with minimal supervision.
- Flexible and adaptable to evolving roles, responsibilities, and environments.
- Trustworthy, diplomatic, hospitable, humble, teachable, and personable, with a good sense of humor.

KNOWLEDGE, SKILLS and DEMANDS:

Knowledge

- Basic understanding of Foothill Church's culture and basic theological principles.
- Awareness of how each department contributes to the church's mission.

Skills

- Maintain biblical integrity in all interactions.
- Strong written and verbal communication skills.
- Effectively prioritize, organize, and manage projects and tasks.
- Highly detail-oriented and capable of multitasking.
- Demonstrate personal and professional integrity.
- Hold a valid driver's license and access to a vehicle for work-related tasks.

Relationship Building

- Work well with others, fostering positive relationships within the organization and church.

Mental Demands

- Follow directions and procedures accurately.
- Accept and apply constructive feedback.
- Approachable, adaptable, and interpersonally agile.
- Understand departmental objectives and critical operations.
- Collaborate effectively in a team environment and support coworkers as needed.
- Exercise good judgment and discretion.

Physical Demands

- Lift up to 30 pounds.
- Perform physical activities such as standing, sitting, and walking.
- Use hands and arms for various tasks.
- Work on a computer for extended periods.

Environment

- Maintain a clean, organized, and safe workspace.

Technologies

- Proficient with Apple products, Microsoft Office Suite, and traditional office equipment (phone, scanner, copier, fax, etc.).
- Comfortable utilizing AI tools (e.g., ChatGPT) to enhance efficiency in communication, research, and administrative tasks.
- Comfortable using a smartphone and laptop for work-related tasks.

SPECIFIC DUTIES and RESPONSIBILITIES:

Project Management

- Coordinate key projects for the Executive Pastor of Operations, ensuring timely progress and clear communication.
- Track delegated projects, maintain task lists, and provide regular updates and follow-ups.
- Help protect the Executive Pastor's time by filtering requests, organizing priorities, and minimizing unnecessary interruptions.
- Assist with communication and coordination on behalf of the Executive Pastor of Operations and Lead Pastor as needed (e.g., Board communication, staff updates).

- Manage administrative aspects of financial processes such as collecting receipts, submitting check requests, and assisting with budget tracking.
- Provide administrative support to multiple departments including Finance, People & Culture, Facilities, and IT on projects and initiatives as needed.
- Provide backup support to the Finance Department by assisting with receivables and other finance tasks when needed.
- Assist with oversight of church rental properties including lease documentation, tenant communication, payment tracking, and coordination of maintenance requests with Facilities.

Administrative Assistance

- Calendar Management – Manage and coordinate the Executive Pastor's schedule, including meetings, appointments, and events while protecting focused work time and tracking key deadlines.
- Email Management – Monitor and manage email communication, routing messages appropriately and prioritizing urgent matters. Utilize AI tools (e.g., ChatGPT) to assist with drafting responses, summarizing communication, and improving efficiency.
- Travel Coordination – Arrange travel logistics including flights, lodging, transportation, and itineraries.
- File Management – Organize and maintain digital and physical records related to projects, staff communication, and safety committee documentation.
- Event Support – Assist with planning and coordinating meetings, staff events, and ministry gatherings by preparing materials, supplies, and logistics.

Office Management

- Answer phones professionally and relay messages accurately.
- Purchase supplies as needed.
- Manage the church staff calendar.
- Liaise with the Foothill Christian School office as necessary.

Personal Assistant

- Assist pastors with personal tasks that support their ministry, including running errands and helping their families prepare for ministry-related events.

REPORTING:

- Reports directly to the Executive Pastor of Operations.
- Amenable to the Lead Pastor.

SHARED VALUES:

- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

POSITION TYPE:

- Full Time.
- Regular.
- Non-exempt.
- Level 2.

Schedule: Monday–Friday, with occasional availability for special projects, events, and church meetings.

Hours: 40 hours per week.

Pay: \$20–\$23 per hour.

Benefits: Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School and Preschool, Paid Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for additional information.