

# EXECUTIVE ASSISTANT



## OVERVIEW

The Bridge Church is a fast growing church (300 - 2000+ in 6 years) that cares deeply about church health and making sure people are cared for in a pastoral, efficient way. This role exists to help the executive staff with administrative tasks, preparation, and organization. This will help ensure that ministry is done efficiently in a detail oriented way.

## QUALIFICATIONS

- Fulfill the membership requirements of The Bridge
- Live out the Staff Behaviors and participate in staff activities: weekly meetings, retreats
- Ability to see and articulate the vision of The Bridge while executing the tasks to fulfill it
- Strong relational capacity that others want to work with and good communication skills
- Excellent organizational skills with an eye for the details and an ability to think proactively and prioritize work
- Ability to learn and execute CCB, Dropbox, Slack, Expensify, Pushpay, Google Drive
- Be an execution oriented type of leader

## RESPONSIBILITIES

- Creating documents, formatting, and writing reports needed for meetings
- Planning meetings and taking detailed notes
- Provide support and do whatever necessary to create margin for Executive team
- Act as the point of contact for external requests for the Executive team
- Manage the Executive Leaderships schedules/calendars
- Work in collaboration with other Operations staff
- Be hospitable and greet people at the door when they come to meet with EL
- Ability to exercise discretion and confidentiality with sensitive information
- Suggest more efficient ways to run the office and troubleshoot issues
- Be available for other duties when asked by Executive Team

## THE WINS

- Executive Team feels supported and more efficient because of timely and quality work done
- Having reliable records and dashboards to more effectively evaluate how ministry is going
- Tasks get done more efficiently as organization is brought to the schedules of EL team
- Person is able to emotionally handle hearing hard conversations and still carry culture
- This role will free our executive team to work "on" the organization and less "in" resulting in Bridge leadership development and expansion getting the attention needed to scale x10

**SCHEDULE:** 8:00 am - 3:00 pm Monday - Thursday (3 hours of "on call")

**HOURS:** 29 per week

**DIRECT REPORT:** Executive Pastor of Ministries

**COMPENSATION:** \$15/hr