



Executive Assistant for the Senior Pastor

Outline of responsibilities:

1. Model biblical priorities.
 - a. Commit to a daily quiet time with God.
 - b. Participate in a Victory Church LifeGroup regularly.
 - c. Develop personal evangelism opportunities within and outside the church.
 - d. Set appropriate boundaries to protect character and integrity.
2. Assist in overall communication in and out of the Senior Pastor's office.
 - a. Manage Senior Pastor's email account and assist in responding to emails to ensure a timely response.
 - b. Support Senior Pastor by drafting emails, blog posts, letters of recommendation, letters of reference, and follow-ups to his attended meetings.
 - c. Maintain Senior Pastor's professional social media accounts, including posting and direct messaging.
 - d. Assist with providing content from the Senior Pastor to the Communications Director in all forms necessary.
 - e. Provide contact and arrangements for Guest Speakers at Victory Church.
 - f. Answer phone calls that come into the church for the Senior Pastor. Determine which of those calls need his attention and which should be handled by other staff members.
 - g. Make phone calls on behalf of the Senior Pastor when needed.
3. Manage Senior Pastor's calendar by scheduling appointments, meeting requests, travel arrangements, and speaking engagements.
 - a. Coordinate a variety of internal and external meetings involving the Senior Pastor, including but not limited to: weekly staff meetings, Board meetings, meetings with staff, video recordings, etc.
 - b. Schedule appointments and manage meeting requests.
 - c. Schedule and coordinate Senior Pastor's travel arrangements (car rental, hotels, flights, visa/passport applications, etc.) as needed.
 - d. Advocate for speaking opportunities outside of Victory Church in line with the Senior Pastor's stated values.
4. Serve as Project Manager for the Senior Pastor through various initiatives inside and outside of Victory Church.
 - a. Utilize project management software to organize project assignments and objectives with the Victory Church team.
 - b. Coordinate team meetings as applicable to accomplish project goals.
5. Be present to shadow the Senior Pastor on Sunday mornings or other speaking engagements. Take detailed notes of interactions with the Senior Pastor and congregants for follow-up.
6. Assist in the organization of the Senior Pastor's office. This may include maintaining a list of contacts, organization of files, books, or other resources.
7. Complete expense reports and check requests for Senior Pastor, as needed.
8. Other duties as assigned by the Senior Pastor.

Defining a win: The Executive Pastoral Assistant wins when the Senior Pastor creates an environment where life change, equipping, and growth is happening at Victory Church. The Executive Pastoral Assistant will work to maintain the efficient day-to-day operations of the Senior Pastor's office. These operations will be in line with the stated values of the Senior Pastor by managing the Senior Pastor's time, resources, and commitments. Additionally, this position is responsible for always maintaining complete confidentiality while assisting in office administration, meeting support, travel engagements, and daily responsibilities.

This position is full-time and reports to the Senior Pastor, Rev. Dr. Ed Crenshaw. It would require the following regular working hours:

- Sunday morning and a weekday evening before call time through all services.
- Flexible office hours through the week, both in-person and virtual.
- Attendance at weekly staff and service planning meetings.

Qualifications

- o Highly skilled in using Microsoft Office Suite (Word, Excel) and Google Suite, also able to learn other productivity software, “internet savvy.”
- o Highly skilled with social media platforms and web-based productivity applications (Evernote, Asana).
- o High level of written and verbal communication skills.
- o Ability to communicate effectively with all levels of an organization.
- o Demonstrate professionalism and poise when communicating with external contacts.
- o Excellent time management skills, attention to detail, and ability to multitask.

Education

A bachelor’s degree is preferred. An adequate combination of experience and education will be considered.

Experience

The successful candidate should have at least 3 to 5 years of experience as an executive assistant and project management-related experience.

Next Step:

If interested in applying, you can submit your resume and cover letter to jason@getvictory.net.