



**Copper Hills Church  
Executive Assistant  
Job Description**

**MINISTRY DESCRIPTION**

The Executive Assistant is responsible for the administrative support and for the Pastor Team of Copper Hills Church. The primary function of this role will be performing support functions including administrative activities, communication with various ministry and volunteer leaders, event coordination and planning, scheduling appointments and travel, and providing meeting/training support. The role will also be working with other CHC staff members to support the needs of the various ministries. The secondary function of this role is to assist the Lead Pastor and Executive Pastor in strategic projects.

**REPORTING STRUCTURE**

The Executive Assistant reports directly to the Executive Pastor of Copper Hills. The Executive Assistant will support the Executive Leadership Team which includes: the Lead Pastor, Spiritual Formation Pastor, Family Life Pastor, Community Relations Pastor, Student Pastor, Worship Pastor, and the Executive Pastor. The Executive Pastor will assign, approve, and manage the projects assigned to the Executive Assistant.

**DAY IN THE LIFE PROFILE**

The Executive Assistant should know the heart, vision, goals, and desires of the Copper Hills Executive Leadership Team (CHC's pastoral team). The successful candidate will have the fortitude and wisdom to take the vision of a project as provided by the pastor and marshal the needed resources and/or plan to execute on that vision. The Executive Assistant must anticipate, challenge, collaborate, and draw out the needed information from the pastors they work with. Always keeping the CHC mission at the forefront, he/she must look at every problem or opportunity through the lens of that mission. The Executive Assistant should be focused on fulfilling the mission of the church while pastoring to our pastors through their support. Daily prayer for wisdom and discernment is paramount.

**QUALIFICATIONS**

- Mature and growing Christian (as described in 1 Tim 3 & Titus 1)
- Deep and growing love for God and the Church
- Daily incorporation of spiritual disciplines
- 3-5 years of administrative management experience (church or nonprofit experience preferred)
- Spiritual Gifts of administration, helps, service and wisdom
- Strong relational skills with ability to lead from the second chair
- Proficient with CRM tools, accounting software, MS Office programs
- Team player with demonstrative people skills
- Strong organizational and proficient multitasking skills
- Alignment with the Copper Hills Vision, Mission, Values and Beliefs

## **TACTICAL MINISTRY RESPONSIBILITIES**

- Create, manage, and maintain a variety of communication forms (including email, calls, texts, social media, and voicemail) to assigned ministries and volunteer groups. This is a vital role as it is needed to ensure a smooth flow of communication to and from the members of the CHC Executive Leadership Team.
- Coordinate with our Event Coordinator and Operations Team on maintaining the master calendars, room reservations, and needed resources for meetings/events for the Church and its Center for the Arts and Coffee Shop.
- Serve as the primary contact person for events, meetings, and other scheduled commitments for assigned ministries and volunteer groups.
- Function as coordinator managing logistics for all Executive Leadership team events, retreats, staff, and other meetings, etc.
- Make travel arrangements for all assigned ministries.
- Maintain Church and related websites for assigned ministries and volunteer groups.
- Use and maintain electronic filing systems (currently OneDrive) as needed to ensure access and backup of important records.
- Create and edit documents, presentations, and other written materials as needed in support of Executive Leadership Team members.
- Perform research and project management for a variety of strategic projects as assigned.
- Assist in managing key strategic tasks in the areas of financial management, risk management, facility usage and management, and human resources.
- Assisting in managing data and generating reports for church key performance measures (KPMs) and routinely update for review by the Executive Staff.
- Perform other duties as assigned.