

# **Job Title: Executive Assistant to Lead Pastor**

**Location: 1305 Odyssey Drive, Durham, NC 27713**

**Company: King's Park International Church**

## **About Us:**

King's Park International Church is a multi-ethnic, multi-generational church in the RTP/Durham area of North Carolina. Our mission is to Know God, Grow Together, Discover Purpose and Make a Difference. From the beginning, our focus has been on building a solid, Christ-centered family through nurturing believers in the Word of God, effective prayer and sincere relationships. We value putting Christ first, living by the Spirit, purposefully pursuing diversity, doing life together and serving on mission for the glory of God and the good of all.

## **Job Description:**

As an Executive Assistant to the Lead Pastor, you will provide comprehensive support to our Lead pastor while overseeing the day-to-day administrative functions of our office. Your responsibilities will include managing schedules, coordinating meetings, handling correspondence, and ensuring our office runs efficiently.

This is a 30 hour a week job.

## **Key Responsibilities:**

### **Administrative Duties:**

- Manage and organize the Lead Pastor schedules, anticipating schedule changes and other dynamic factors, and make necessary adjustments accordingly.
- Coordinate travel arrangements, including booking flights, accommodations, and transportation
- Prepare and edit correspondence, communications, presentations, and other documents
- Provide social media support
- Assist in the planning and execution of events and meetings with the Lead Pastor
- Provide hospitality to guest speakers and other visitors.
- Handle confidential information with discretion and professionalism
- Submit reimbursement requests and credit card receipts
- Assist with personal tasks and errands as needed

## **Office Management Duties:**

- Maintain office hours from Monday? through Thursday.
- Manage and organize the church calendar
- Facilitate staff-wide communication
- Oversee office operations and procedures to ensure organizational efficiency and effectiveness
- Maintain office supplies inventory and place orders as necessary
- Coordinate office maintenance and repairs
- Ensure the office is professionally maintained and adorned.
- Serve as the point of contact for vendors, congregation members, and employees

## **Qualifications:**

- Proven experience as a personal assistant, executive assistant, or office manager
- Excellent organizational and time-management skills
- Strong written and verbal communication abilities
- Proficiency in Google Suite and other relevant software
- Ability to multitask and prioritize effectively in a fast-paced environment
- High level of professionalism and confidentiality
- Bachelor's degree or equivalent experience preferred

## **What We Offer:**

- A well established church.
- Ministry programs that span local, regional, national and international geographies.
- Opportunity for professional growth and development
- A collaborative and supportive work environment

## **How to Apply:**

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience via this link [HERE](#). Please include "Executive Assistant to Lead Pastor" in the subject line. If you have any questions, please email [employeecare@kingspark.org](mailto:employeecare@kingspark.org).