CORAL RIDGE PRESBYTERIAN CHURCH

EXECUTIVE ASSISTANT TO SENIOR PASTOR

POSITION OVERVIEW

Coral Ridge is seeking a highly organized and proactive Executive Assistant to provide comprehensive support to our Senior Pastor. The ideal candidate will possess exceptional communication skills, a strong attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

KEY DETAILS

Full Time

Monday-Thursday | 9am-5:30pm
Sunday | 8am-1pm
Flexibility to adapt schedule during peak times and events

Reports to: Senior Pastor

KEY RESPONSIBILITIES

- Manage and maintain the Senior Pastor's calendar, including scheduling meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, reports, and presentations as needed.
- Serve as the primary point of contact for internal and external communications on behalf of the Senior Pastor.
- Conduct research and compile data for special projects, presentations, and reports.
- Assist in the planning and execution of company events and meetings.
- Maintain confidentiality and handle sensitive information with discretion.
- Coordinate and manage various administrative tasks to ensure the Senior Pastor's office operates efficiently.
- Foster positive relationships with members, donors, and staff.

POSITION QUALIFICATIONS

- Mature Christian who can align with and uphold the values of the organization.
- Proven experience as an executive assistant or in a similar administrative role.
- Exceptional organizational and time management skills.
- Proactive: Ability to anticipate needs and be confident in in acting unilaterally and independently.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- High level of professionalism and discretion.
- Strong problem-solving skills and the ability to adapt to changing priorities.

TO APPLY

Interested candidates should submit the following materials to lauren@crpc.org:

- Cover letter of application outlining interest in the position and alignment with the church's mission.
- CV/resume detailing relevant experience and education.

Applications will be reviewed on a rolling basis.

Email: lauren@crpc.org

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