

# Churchome

## Job Description

Executive Assistant to a Churchome Pastor  
Location: Los Angeles, CA

### I. PURPOSE

The Executive Assistant to a Churchome Pastor is responsible for supporting the Pastor in performance of their responsibilities in serving Churchome. This position is expected to maintain confidentiality and serve as a helpful assistant to interface with the community and guests as needed.

### II. TARGETS

- Oversee events and meetings, including hospitality and other details to help create a welcoming environment.
- Ensure the Pastor's schedule is clear and coordinated well.
- Driving for and traveling with the Pastor when needed is performed professionally, effectively, and safely.

### III. RESPONSIBILITIES

- Events & Hospitality
  - Coordination of hospitality, décor, menu, communications, transportation and lodging for assigned events
  - Help with hosting events and special guests (i.e. setup, meals, snacks, etc.) to ensure a welcoming atmosphere.
  - Oversee hospitality for meetings and events - set up, food and clean up.
  - Oversee supplies & aesthetics for Green Room
  - Handle daily correspondence, mail, phone calls, email and filing in a professional and timely manner for all events.
- Gifts
  - Write Thank You cards for gifts received.
  - Assist with gift selection and purchasing and delivering as directed.
- Scheduling
  - Regular collaboration with the Senior Executive Assistant for establishing the schedule, travel arrangements, and events for office.
  - Coordinate make up & hospitality for content capturing at various locations.

### IV. FOLLOW UP

- 30-Day Check-In with HR.
- 90-Day Check-In with the Senior Executive Assistant
- Weekly meetings with the Senior Executive Assistant and additional meetings on an as-needed basis.

### V. FOLLOW THROUGH

- If targets are being met on a consistent basis, great!
- If targets are not being met on a consistent basis, a meeting with the Senior Executive Assistant to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

### VI. EMPLOYMENT STANDARDS

Education/Experience:

- Preferably 2-5 years of job experience as a personal assistant
- Working knowledge of G-Suite

Knowledge/Skills:

- Efficient and organized when carrying out tasks
- Excellent verbal and written communication skills
- Flexibility and adaptation to constantly fluctuating schedules
- Level-headedness in high-pressure situations
- Exceptional interpersonal skills and conflict management abilities
- Maintaining discretion and confidentiality
- Good driving record

Work Status: Exempt, Full-Time  
Supervisor: Senior Executive Assistant to Churchome Pastor  
Staff Supervision: None  
Location: Los Angeles, California