Executive Assistant
Position Description

GENERAL DESCRIPTION

An ideal person for this role is energetic, oriented toward projects and tasks, enjoys effective communication, can maintain interpersonal stamina, and has a knack for executing events. It is a part-time position with a mix of in-office requirements and flexible remote work. Are you someone who enjoys the interplay of people and tasks, carrying strategy into implementation, and seeing the church's leaders and ministries execute what they set out to do? This may be a great fit.

Reports to: Executive Pastor

Hours: 20–25/week

Last Updated: September 29, 2026

MAIN AREAS OF RESPONSIBILITY

PROJECT IMPLEMENTATION

- ☐ Build actionable plans in response to conversations and meetings
- ☐ Implement various organizational and ministry tasks and projects
- ☐ Manage multiple projects through management tools in ways that streamline toward efficient completion

EVENT EXECUTION

- ☐ Own and execute certain central events and initiatives through the life of our church
- ☐ Support the design and implementation of certain staff events through the executive team
- ☐ Coordinate and facilitate weekly staff meetings and entailed logistics

COMMUNICATION & FACILITATION

- ☐ Communicate via slack, email, text, phone, etc. to initiate, inform, prepare, follow-up, answer questions, and schedule meetings
- ☐ Coordinate and orchestrate certain meetings, ordering food when needed
- ☐ Provide administrative oversight for particular ministries and teams
- ☐ Facilitate aspects of various gatherings and ministries in their logistical and administrative needs

REQUIREMENTS

- Affirms and supports Park Church's doctrine, theological vision, mission, philosophy of ministry, and values
- Reputation for high Christian character and maturity in speech, relationships, and spiritual practices
- Knowledge of general office duties and protocol as well as foundational computer skills
- Time management, prioritizing, and project management skills
- Written and verbal communication skills
- Ability to handle sensitive issues, maintaining pastoral confidentiality
- Tuesday and Thursday workday presence at the Park Church building
- Occasional event execution on Sundays or evenings
- 1:1s with executive pastor and other project-specific meetings

COMPENSATION/BENEFITS

- Part-time: 20–25 hours/week
- Budgets for meals, books, counseling, and professional development
- Pay range rate of $29,000–$37,000