STAFF

EXECUTIVE ASSISTANT

REPORTS TO: EXECUTIVE PASTOR

RHYTHM: 40 hours per week:
Sundays Full-Day Engagement | **Monday-Thursday** Office Hours + Evening Events

WEEKLY
Sunday: 7:45am - about 1pm, 3:30pm-5:30pm
Weekly office hours adjust to accommodate Sunday responsibilities and scheduled evening events.

PRIMARY WIN FOR MY ROLE

Supported Executive Leadership

The Executive and Lead Pastors are equipped to lead the vision and mission of Rise City Church because priorities, communication, meetings, and follow-through are handled with care.

Reliable Organizational Execution

Requests, projects, and operational details are captured, prioritized, delegated to the right people, and completed on time.

Clear Communication, Calendars, and Prepared Teams

Communication is handled clearly and on time. The church-wide calendar is accurate, leadership is prepared for what is ahead, and staff have the information and resources they need for events and Sundays.

Excellent Building & Resource Stewardship

Our building is ready, welcoming, and well cared for through consistent oversight, timely maintenance coordination, and dependable daily operations.

GENERAL DESCRIPTION OF MY ROLE

I support the Executive Pastor and Lead Pastor by owning the administrative and operational details that help Rise City Church move forward. I manage communication, calendars, requests, facilities, purchasing, meetings, events, and recurring systems so leaders and ministry teams can focus on people and the mission.

This role requires sound judgment, initiative, follow-through, and a service-minded approach. I anticipate needs, organize moving parts, coordinate the right people, and take responsibility for the details that make our church and staff more effective.

PRIORITY TASKS & RESPONSIBILITIES

EXECUTIVE SUPPORT AND ORGANIZATIONAL MANAGEMENT

1. Manage daily email communications, workflow cards, facility and pastoral requests, and follow-up; organize priorities and route work to the right people.
2. Coordinate leadership/team meetings, agendas, materials, research, reports, meeting hospitality, and action items.
3. Manage the global church calendar and coordinate schedules, spaces, and details across ministries.
4. Keep projects and recurring tasks moving through clear ownership, delegation, project management, deadlines, and communication.

BUILDING AND FACILITY OPERATIONS

1. Take day-to-day ownership of building readiness, appearance, supplies, and operational needs. Coordinate janitorial services and maintenance.
2. Receive, prioritize, and coordinate maintenance requests, vendors, repairs, and follow-up.
3. Oversee daily closing staff and ensure responsibilities are completed consistently.
4. Manage purchasing, order tracking, returns, and inventory for shared church needs.

SUNDAYS, EVENTS, AND TEAM SUPPORT

1. Coordinate practical Sunday details that support staff, volunteers, and ministry teams.
2. Arrange event setup, supplies, room readiness, schedules, and hospitality in partnership with ministry leaders.
3. Recruit and schedule team members for assigned support areas; communicate expectations and fill gaps.
4. Anticipate what staff need for upcoming events and Sundays, and help them arrive prepared.

TEAM MEMBER RECRUITMENT & HANDOFF

1. Follow up with individuals interested in serving and help connect them with the appropriate ministry team.
2. Coordinate required onboarding steps, including Welcome to Team Jesus, background checks, and documentation.
3. Set up new team members in Slack, Planning Center, Ministry Grid, and other necessary systems.
4. Coordinate a clear handoff to team leaders, ensuring new members receive schedules, expectations, and support.
5. Track onboarding progress and follow up with team members and leaders to ensure timely completion.
6. Manage onboarding surveys and communicate feedback and insights to leadership.

COMMUNICATIONS AND ADMINISTRATION

1. Prepare weekly communication and design assets within Rise's established voice and visual direction.
2. Support assigned accounts payable processes, including collecting documentation and routing approvals.
3. Coordinate insurance information, requests, renewals, and related administrative needs.
4. As assigned and trained, support payroll and retirement administration with accuracy and confidentiality.

The Executive Pastor establishes priorities and adjusts assignments based on workload and ministry needs.

SALARY OFFER

Salary Range: $20-25/hr to start based on experience

Total Salary Offer	$49,446 - $59,646
Base Salary ($20-$25/hr)	$40,800 - $51,000
Health Stipend	$6,300
5% Retirement Match	$2,346

Additional Staff Reimbursement Benefits Available: $3,300

DATE NIGHT: $125/mo reimbursement
We believe healthy marriages strengthen healthy families, healthy churches, and healthy leaders. This investment is intended to help you and your spouse intentionally connect through regular kid-free time. It may be used for one or multiple date nights and can cover expenses such as meals, childcare, entertainment, or other date-night related costs.

COUNSELING: $100/mo reimbursement
Your emotional and spiritual health matter. Whether you're navigating a difficult season or simply investing in personal growth, we want counseling to be accessible. Healthy leaders lead from healthy souls. Please note we will never ask for the details of your counseling.

GYM MEMBERSHIP: $25/mo reimbursement
Your health matters. A healthy body supports mental acuity, overall happiness, and longevity for the work ahead.

PERSONAL DEVELOPMENT: ~$300/year reimbursement
We believe healthy leaders are always growing. Use this benefit for resources that strengthen your walk with Jesus, develop your leadership, or sharpen your ministry. Examples include books, retreats, conferences, online courses, coaching, or other approved development opportunities.