

Executive Assistant

TrinityLife Church | Lutherville, Maryland



Role Description: The Executive Assistant performs administrative and operational tasks assisting the Lead Pastor and Executive Director. The ideal candidate is highly organized, detail-oriented, and maintains prompt communication.

What You'll Do

- Provides oversight to systems like Master Calendar, Membership, Database and Ministry Reporting.
- Plays a key role in special event planning and executing, including oversight of correspondence.
- Scheduling for LP/ED's calendar, including calls, meetings, travel, and appointments.
- Financial reporting for LP/ED's credit card statements, purchase orders and vouchers.
- Sorts and distributes all mail/deliveries.
- Oversight of funeral planning and communications.
- Oversight of hospitality and hosting of special guests including travel, lodging, honorariums, etc.
- Communications to Trinity Boards, requiring the ability to write with professionalism.
- Sermon Planning, 21 Days of Fasting, Sacred Assembly needs to Creative Arts
- De facto writing and proofing on behalf of the LP/ED; Grant Writing, Reviewing Contracts, etc.
- Maintains confidentiality of sensitive information
- Assist in the production of special content; magazines, prayer guides, project guides, scripts, etc.

Skills Needed to Succeed

- Commitment to personal professional and spiritual growth.
- Strong sense of enthusiasm and with excellence in attention to detail.
- Passion to serve the Lord, other church staff, and church members.
- Associates or better, with 1-3 years experience in administration, preferred.
- Familiarity with app-based programs to coordinate people, schedules, resources and project management.
- Ability to maintain a systematic and organized approach to completing assignments accurately, thoroughly, and in a timely manner.
- Ability to self-motivate, take initiative, make independent decisions, and solve problems.
- Ability to both collaborate in a team environment and work independently.
- Ability to handle confidential information with discretion and professionalism.

Benefits We Offer

- A competitive salary commensurate with experience and benefits.
- Professional development and conference opportunities.
- Generous employer-paid leave for the use of vacation, sick time, and other qualifying reasons.
- Paid parental leave for pregnancy, birth and adoption needs.
- Innovative and comprehensive medical and dental insurance that provides team members with useful resources and savings to navigate their holistic health.
- Life insurance policy provided for some full-time employees at \$10,000 at no cost.
- 403B retirement plans allowing all employees to make contributions and full-time employees receiving employer match.
- Business casual dress and work environment.