



Executive Assistant

Job Description

Accountable to: Lead Pastor

Job Type: Non-exempt, full time (30-35 hours)

Hybrid Eligible: Yes

Policy Handbook: CUMC Benefits and Policies

Job Overview

The **Executive Assistant** will serve as the trusted, right-hand administrative support to the Lead Pastor and Executive Level Directors. The **Executive Assistant** will maintain human resource records and handle other human resources daily tasks. The ability to maintain confidentiality is essential.

Responsibilities and Duties

Administrative

- Manage complex calendar scheduling, including coordinating meetings
- Arrange travel, including accommodations, and detailed itineraries
- Prepare, edit, and proofread correspondence, presentations, reports, and other documents
- Act as a primary point of contact between the Executives and stakeholders
- Screen and prioritize emails, phone calls, and other communications
- Plan and coordinate meetings, offsites, and events, including agendas and logistics
- Track action items and follow up on deliverables to ensure deadlines are met

Human Resource Administration

- Maintain employee records and ensure legal compliance with employment laws
- Maintain the I9 paperwork in a centralized area.
- In-Process new employees
- Out-Process employees
- Assist with Background Checks and Pre-employment Requirements
- Prepare, report, and track incidents to the Worker's Compensation insurance carrier

Key Competencies

- A passion for the vision and mission of Crossroads
- Collaborative, good listener, team builder and strong team player
- Results-oriented with the ability to multi-task and problem solve
- Demonstrate ability to manage multiple priorities under tight deadlines.

- Strong writing, communication, and time management skills.
- Excellent organizational skills and attention to detail.
- A positive demeanor and strong interpersonal skills
- Discretion and skill in handling sensitive, confidential data.

Qualifications

- A Bachelor's degree or equivalent work experience in lieu of a degree.
- Minimum of 5 years' related work experience supporting C-suite executives
- Familiarity with expense management and basic budgeting.
- Advanced proficiency in Microsoft Office and Google Workspace.
- High level of professionalism, discretion, and integrity
- Ability to work independently with minimal supervision

Working Conditions/Physical/Mental Demands

This position involves a combination of office work in a controlled temperature environment and participation in events (some Sunday mornings, some evenings, and weekends as needed). The role requires the ability to use standard office equipment (computers, phones, scanners, copiers, and filing cabinets). Physical demands include regularly talking and hearing, standing, walking, using hands and fingers, reaching, and occasionally lifting 10-15 pounds, bending, and stooping. Mental demands include the ability to learn, remember, focus, categorize information, problem-solve, comprehend, and make decisions.