

CORAL RIDGE PRESBYTERIAN CHURCH

EXECUTIVE ASSISTANT TO SENIOR PASTOR

Position Overview

Coral Ridge is seeking a highly organized and proactive Executive Assistant to provide comprehensive support to our Senior Pastor. The ideal candidate will possess exceptional communication skills, a strong attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

Key Details

Full Time

- Monday-Friday | 9:00am-5:00pm
- Flexibility to adapt during peak events and seasons.
- Off hours communication will be expected and part of a normal work week.

Reports to: Chief of Staff

Key Responsibilities

- Manage the Senior Pastor's calendar, ensuring seamless scheduling of meetings, appointments, and travel arrangements.
- Create, prepare, and edit key correspondence, presentations, and reports with precision and professionalism.
- Act as the primary point of contact for the Senior Pastor, effectively managing both internal and external communications.
- Conduct detailed research and compile critical data for special projects and presentations.
- Handle sensitive and confidential information with the utmost discretion and integrity.
- Maintain a smoothly running office environment by overseeing administrative tasks and ensuring efficiency.
- Cultivate and nurture positive relationships with members, donors, and staff, creating a warm and welcoming atmosphere.

Position Qualifications

- A mature Christian who deeply resonates with and upholds the values of Coral Ridge Presbyterian Church.
- At least 10 years of experience as an executive assistant or in a similar high-level administrative role.
- Exceptional organizational and time management skills with the ability to manage multiple priorities.
- Proactive, forward-thinking, and confident in acting independently when necessary.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other essential software tools.
- High typing proficiency (70+ WPM) required.
- Well-developed written and verbal communication skills with a keen eye for detail.
- A high level of professionalism, discretion, and respect for confidentiality.
- Impressive problem-solving skills and adaptability to changing priorities.
- Ability to work effectively in a team environment and offer backup support to the team as needed, ensuring smooth and continuous administrative operations.

To Apply

Interested candidates should submit the following materials to **emily@crpc.org**:

- Cover letter of application outlining interest in the position and alignment with the church's mission.
- CV/resume detailing relevant experience and education. Applications will be reviewed on a rolling basis.

