



CENTRAL

EXECUTIVE PASTOR ASSISTANT

The Bridge Church is a fast-growing church in Spring Hill that has grown from 250 to over 3,000 since 2011. This growth curve, coupled with our vision to reach as many people with the message of the Gospel as possible, has created a need for a dedicated assistant to help support the Executive Pastor by overseeing administrative tasks and other special projects.

QUALIFICATIONS

- Fulfill the membership requirements of The Bridge
- Ability to see, articulate, execute the vision of The Bridge
- Strong relational capacity that others want to work with and advanced communication skills
- A proactive thinker with an ability to prioritize and solve problems
- Excellent organizational skills with an eye for details
- An execution-oriented type of leader
- Ability to exercise discretion and confidentiality with sensitive information

SPECIFIC DUTIES & RESPONSIBILITIES

- Execute administrative tasks for the Executive Pastor including: email and calendar management, expense reports, material ordering, etc.
- Creating documents, formatting, and writing reports needed for meetings
- Planning meetings and taking detailed notes
- Provide support and do whatever necessary to create margin for the Executive Pastor
- Familiarize yourself with and organize documents, files, links, systems and other Bridge assets (in order to make them sharable so that we can serve and resource other church leaders)
- Act as the point of contact for external requests for the Executive Pastor
- Be available for other duties when asked by the Executive Pastor

SCHEDULE: Monday - Thursday (available for special events, retreats, etc.) / **HOURS:** 28 hours per week / **DIRECT REPORT:** Executive Pastor / **COMPENSATION:** TBD