

# Position: Executive Assistant to Pastor of Campuses/Discipleship

**Primary supervisor:** Executive Pastor Campuses/Discipleship

**Job Location:** Central Offices **Position Type:** Full-time



**Summary of Position:** The Executive Assistant to the Pastor of Campuses/Discipleship is responsible for providing administrative oversight and support to the mission of Biltmore Church as it relates to the Multi-Site Campus ministries on a day-to-day basis. Additionally, this position works alongside the Central Discipleship team in administrative & planning capacities.

## Essential Qualities and Qualifications:

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership, and theology of Biltmore Church
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Active involvement in a weekly Connect Group with Biltmore Church is required
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proficient in computer skills, including Microsoft Word, Excel, Outlook, and Google Drive
- Excellent grammar, spelling, and vocabulary needed, and experience in managing budget
- Proactive and effective communicator in person, on the phone, and by email/text
- Ability to maintain confidentiality of sensitive and/or proprietary information
- Highly organized and detail-oriented

## Essential Responsibilities:

- Support XP of Campuses/Discipleship in email management, people scheduling, PTO, meeting agendas, Rock database reports, executive summaries, budgets/receipts & calendaring.
- Maintain organized systems for resourcing campuses, scheduling, communication, and event execution.
- Ensure confidentiality of personnel, correspondence, meeting notes.
- Coordinate in office hospitality for members, guests, staff, as well as CP off-sites with excellence.
- Coordinate with Lead Pastor's office & Events Staff on calendar management for church-wide events
- Foster cross communication between Executive Team Assistants
- Provide assistance to Campus Pastors & Central Discipleship Team, as directed by XP of Campuses/Discipleship, in communication, annual budgeting and ministry initiatives
- Partner with Discipleship Director to equip Campus Pastors, discipleship teams, and group leaders with campus insights, group leader equipping, & administrative support for events.
- Coordinate with Central Discipleship Team and campus teams to launch and maintain Groups, as well as yearly Group Emphasis Events (Men's/Women's Nights, David's Men, 2:2 Women)
- Assist XP of Campuses/Discipleship in overseeing Deacon & Widow Ministry
- Attend weekly Campus Pastor meeting, 1:1's, Central Staff & All Staff meetings
- Provide support for Biltmore Church high level events (A+, A, as requested by Executive Team)
- Other tasks as assigned by the XP of Campuses/Discipleship