



## **SOUTH AFRICA**

**Position:** Executive Assistant  
**Manager:** Lead Pastor  
**Hours:** Full Time

### **Summary:**

The Executive Assistant to the Lead Pastor serves The Life Church South Africa by providing administrative support to the Lead Pastor as well as creating and maintaining the church calendar.

An ideal candidate for this position is someone with strong administrative experience, enjoys connecting with others, is dependable, can be flexible in a dynamic church environment, and can follow through with details and process implementation. This position includes weekend services, regular office hours and occasional evening availability for volunteer connection and special events.

### **Responsibilities include but are not limited to\*:**

- Manage the Lead Pastor's calendar for appointments, meetings, travel and personal appointments, including appt confirmations and providing any necessary information related to appointments
- Responsible for all travel arrangements for the Lead Pastor such as flights, hotels, cars, etc.
- Assist with Lead Pastor's email and mail correspondence and providing timely updates to the Lead Pastor on any critical issues
- Attend weekend services and special events to assist the Lead Pastor
- Provide hospitality support, travel logistics and manage meetings and schedule for guests hosted by the Lead Pastor
- Responsible for regional staff communication including directing staff meetings and weekly meeting agendas
- Manage the regional calendar and synchronizing with Central calendar
- Maintain cooperative, healthy and motivating relationships with staff and volunteers
- Assist the Lead Pastor in various other duties as assigned

### **Attributes & skills required:**

- A love for the church and desire to be part of a life-giving church environment
- Commitment to modeling the following qualities: Integrity, Positive Attitude, Work Ethic, Excellence, Team Player, Achievement, Development, Humility, Commitment and Intuition
- Excellent time management and organizational skills and ability to work independently
- Excellent oral, written and interpersonal communication skills and able to communicate effectively and promptly to Lead Pastor, staff and volunteers
- Technology skills including basic computer skills, phone system, Microsoft Office or similar software
- Proficient or willing to learn GSuite and other church systems (Ministry Platform, Planning Center)
- Ability to manage difficult conversations and situations and maintain confidentiality with organizational information and personal information

*\*This description is not all-inclusive and other duties may be assigned as necessary.*