

# EXECUTIVE ASSISTANT

## JOB DESCRIPTION



### OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. To that end, we are looking to hire a talented Executive Assistant who will serve the mission of Christ in San Francisco by maximizing the impact of our Executive Team and staff.

### ROLE SUMMARY

The Executive Assistant's fundamental work is to create comprehensive solutions to increase the ministry effectiveness of senior leaders. The ministry of RSF will be more faithfully served by having a wise and high-capacity assistant for our Senior Pastor and Executive Pastor. This person will serve the [vision of RSF](#) as a skilled administrator, thoughtful contributor, and bridge between leadership, staff, and the congregation.

### IMPORTANT QUALITIES

- A desire to serve exclusively behind the scenes in support of the mission and vision of RSF
- Seasoned in the life of the church; wise, discerning, and quick to listen
- Resilient and not surprised by tactical or spiritual challenges
- Solution oriented and a positive presence
- Discretion and confidentiality in communication
- Able to operate in various leadership environments and high stakes meetings; can also deal with people personally and with care
- Anticipates the needs of various interested parties: Senior Pastor (SP), Executive Pastor (EP), staff, congregation
- A critical thinker in weighing many competing priorities presented to church leadership
- Highly consistent in his/her attention to detail
- Intuitive and able to work with highly intuitive leaders; enables leadership to make important decisions quickly
- Highly responsible for doing what best serves the church
- Embodies our [staff culture](#)

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### SPECIFIC DUTIES & RESPONSIBILITIES

- Administration:
  - Takes detailed notes, synthesizes important information concisely, and intuitively how/where to cascade it
  - Manages the calendars and budgets of SP & EP
  - Removes bottlenecks by proposing time sensitive questions from other areas of the church
  - Responds to emails and personal conversations on behalf of SP; books and filters pastoral appointments
  - Oversees booking and organizing accommodations for ministry travel, as well as hosting special guests on Sunday morning
  - Travels with the SP periodically to assist in ministry operations and organization
- Represents the Executive Team:
  - Works as a gatekeeper for online communication, scheduling, and problem solving
- Organizational Change:
  - Supports Executive Pastor in managing substantial projects for organizational change across the staff departments and ministries
  - Represents the vision of senior leadership and executes change among these key stakeholders
- Employee Engagement:
  - Owns strategic initiatives in employee engagement in support of the Executive Pastor
  - Coordinates staff meetings, parties, offsites, training, performance reviews, etc.
- Alignment:
  - Bridges the communication and ministry efforts between Senior Pastor and Executive Pastor
  - Manages calendars, keeps SP & EP on track to achieve short-term and medium-term professional goals
- Advising:
  - In day-to-day decisions, with openness and efficiency
  - Helps manage ministry requests and their effort vs. impact

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### QUALIFICATIONS

- Previous commitment in a local church as a congregant, giver on record, and volunteer
- Relevant education and experience in administrative meetings & project management
- Proficiency in online platforms such as Google Suite, Planning Center Online, Slack, Ramp, Rippling)
- 3+ years experience in an administrative role and/or executive environment

### HOW TO APPLY

Email your resume and a quick hello to [jobs@realitysf.com](mailto:jobs@realitysf.com) with the subject line "Executive Assistant Application."

#### Hours

40+ hrs per week  
Hybrid

#### Salary

Commensurate With Experience

#### Reports to

Senior Pastor & Executive Pastor

#### Works with

Associate Pastor  
Staff  
Volunteers As Needed

#### Benefits

Family Medical  
Vision  
Dental

#### Vacation

PTO, 10+ Days  
Staff-wide leave twice yearly

#### Perks

Laptops, Software, Resources,  
Learning Development, Cell Phone  
Allowance, Ministry Travel