



Executive Assistant – Ministry and Central Systems

Position Summary:

The Executive Assistant of Ministry and Central Systems works to support the overall effectiveness of the Executive Pastor for Ministry and Central (Operational) Systems (EPMCS). The ideal candidate will have experience in an administrative role for a high-functioning leader, be highly organized, have the ability to encourage and motivate others, as well as have experience (or interest) in creating and implementing systems documentation (with the use of project management tools) in a fast-paced environment. Because this position interfaces with the NL team and those who make up the community of NL, a successful candidate must have a highly engaging and friendly personality.

Direct Lead:

Executive Pastor of Ministry and Central Systems, John Shorb

Position Details:

- Primarily located at Renton Campus. Local travel to other campuses as needed.
- Status: Part-Time (20-25 hours/week)

Responsibilities:

Work with the Executive Pastor of Ministry and Central Systems to:

1. Fulfill administrative needs (e.g. maintain calendar, respond to emails, run errands, etc.).
2. Develop needed literature for the systems of NL (e.g. children's leadership guides, operational manuals, first impressions playbook, etc.).
3. Help ministry teams manage and administrate projects (e.g. communicate the steps to run an effective Life Group ministry at campuses).
4. Work alongside departments to identify needs and help them develop solutions (e.g. working with the Children's team to develop the "best practices" to check-in children on weekends).
5. Enter information into NL's people management tool, CCB.

Other Qualifications and Expectations:

- A bachelor's degree from an accredited four-year college or university, or equivalent training and experience preferred.
- Must be a teachable team player with strong written and oral communication skills.
- Must have an ability to take direction, work independently, as well as delegate, and recruit people to do ministry.

Please email resume to [John Shorb](#)