

Job Title: Executive Assistant

Location: First Presbyterian Church of Edmond (FPCE)

Reports To: Executive Director & Pastor of Preaching and Teaching

Employment Type: Full-Time

Date: August 2025

Overview

The Executive Assistant provides high-level administrative support to the Executive Director and the Pastor of Preaching and Teaching, helping ensure smooth day-to-day operations. This role requires professionalism, discretion, excellent communication, and strong organizational skills in a fast-paced, ministry-driven environment.

Key Responsibilities

Administrative Support

- Serve as the primary point of contact for the Executive Director and the Pastor of Preaching and Teaching.
- Manage and coordinate calendars, meetings, and events.
- Screen and respond to emails, calls, and correspondence as needed.
- Draft, proofread, and edit communications, including letters, reports, and presentations.
- Prepare agendas, packets, and follow-ups for Session and leadership meetings.
- Handle confidential information with professionalism.
- Assist with travel arrangements and itineraries.
- Create a filing system for the Executive Director
- Maintain other filing systems and support database development.
- Collaborate with the Communications Director to publish digital content from the Pastor of Preaching and Teaching.

Ministry & Event Coordination

- Coordinate church programs, events, and services in partnership with ministry teams.
- Maintain accurate records in ministry databases.
- Serve as a liaison between senior leadership and staff, elders, and congregation members.
- Provide support for leadership gatherings, retreats, and special events.
- Assist Pastor of Preaching and Teaching in managing classes; overseeing sign-ups, and roster, ordering curriculum, producing teaching materials and assisting in recording and distribution.
- Assist Pastor of Preaching and Teaching in planning and execution in leadership of spiritual pilgrimages including but not limited to Israel and other destinations.

Project & Office Management

- Oversee administrative projects and ensure timely execution.
- Maintain both digital and physical files, including Session minutes and records.
- Support budget tracking and expense reporting.

Communication & Public Relations

- Represent the Pastor of Preaching and Teaching and Executive Director in interactions with staff, members, and external contacts.
 - Draft and distribute internal and external communications on their behalf.
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Qualifications

Required:

- Committed Christian, active in a local church (preferably Presbyterian or Reformed).
- Strong organizational, written, and verbal communication skills.
- Proficiency in Microsoft Office and ability to learn church management software.
- Ability to manage multiple priorities independently and maintain confidentiality.
- Social media proficiency and familiarity

Preferred:

- Experience in church or nonprofit administration.
 - Familiarity with Presbyterian governance.
 - Event planning and coordination experience.
 - Experience in video editing and production or willingness to learn.
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Work Schedule & Environment

- Primarily on-site, Monday to Friday (9 a.m.–5 p.m.), with occasional evening or weekend hours for events.
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To Apply

Send your resume, cover letter, and references to: hbirdwell@fpcedmond.org

First Presbyterian Church of Edmond is an equal opportunity employer.
