

Qualifications for employment at The Grove include having made a life commitment to Jesus Christ, agreement with the beliefs and governing statements of The Grove Church, and a work history and lifestyle that are consistent with biblical principles. All staff must be an active partner of The Grove or become one within the first 90 days of employment.

STAFF MISSION STATEMENT: Encourage and equip every Partner to live a life of full devotion to Christ.

POSITION SUMMARY: The Executive Assistant provides high-level administrative support to the executive team, ensuring seamless operations and efficient management of daily activities. This role requires exceptional organizational skills, discretion, and the ability to handle sensitive information with professionalism. The Executive Assistant will work closely with senior leadership to streamline communications, manage schedules, and support strategic initiatives.

Key Responsibilities:

- **Calendar Management:** Coordinate and manage complex schedules for the executive team, including arranging meetings, appointments, and travel itineraries, while prioritizing conflicting demands.
- **Communication Liaison:** Act as the primary point of contact for internal and external communication, screening and directing inquiries, and drafting professional correspondence on behalf of executives.
- **Meeting Coordination:** Organize and prepare for executive meetings, including scheduling, preparing agendas, taking minutes, and distributing follow-up action items.
- **Travel Arrangements:** Plan and coordinate domestic and international travel, including flights, accommodations, transportation, and detailed itineraries.
- **Document Management:** Prepare, review, and organize reports, presentations, and other critical documents, ensuring accuracy and timely delivery.
- **Project Support:** Assist with special projects, including research, data compilation, and coordination with cross-functional teams to meet deadlines.
- **Confidentiality:** Handle sensitive information with the utmost discretion and maintain confidentiality in all matters related to the executive team.
- **Event Planning:** Coordinate executive team events, such as board meetings, retreats, or client engagements, ensuring logistical details are flawlessly executed.
- **Administrative Support:** Perform general administrative tasks, such as expense reporting.
- **Relationship Management:** Build and maintain strong relationships with staff and partners to facilitate smooth communication and collaboration.

Qualifications:

- **Experience:** Minimum of 3-5 years of experience as an executive assistant or similar role supporting senior leadership teams.
- **Education:** Bachelor's degree preferred, or equivalent combination of education and experience.
- **Skills:** Exceptional organizational and time-management skills with a keen attention to detail.
 - Strong written and verbal communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with project management tools or scheduling software.
 - Ability to multitask and prioritize in a fast-paced environment.
 - High level of professionalism and emotional intelligence.
 - Experience handling confidential information with discretion.
- **Attributes:**
 - Proactive problem-solver with the ability to anticipate needs.
 - Adaptable and calm under pressure.
 - Strong interpersonal skills and a team-oriented mindset.

WORK ENVIRONMENT:

- Location: On-site Monday through Thursday and Sunday.
- Hours: Full-time, with flexibility required to accommodate executive schedules, including occasional evenings.
- Compensation: Competitive salary commensurate with experience.
- Benefits include health insurance and paid time off, and professional development opportunities.