



Job Title: Assistant to the Executive Team

Reports To: Executive Team

Category of Employment: Full-Time, Administration

Payroll Status: Salaried, Non-Exempt

JOB SUMMARY

Provide high-level administrative and organizational assistance to support the Executive Team in their day-to-day ministry responsibilities, enabling them to focus on leadership, vision, teaching, organizational strategy, and pastoral care.

ESSENTIAL RESPONSIBILITIES

Administrative Support

- Manage calendars for the Executive Team, including scheduling meetings, appointments, and speaking engagements.
- Handle correspondence, including emails, letters, and phone calls.
- Organize and maintain both digital and physical filing systems.
- Assist in preparing meeting agendas, presentations, and ministry reports.
- Assist in expense tracking and budget-related tasks.

Ministry Support

- Coordinate appointments and maintain confidential records.
- Assist in organizing baptisms, weddings, funerals, and other special services.
- Facilitate communication between the Executive Team and other ministry staff.
- Support the planning and execution of church-wide and special events.

Data & Resource Management

- Organize, input, and recall information from books, articles, and podcasts.
- Sort and summarize data from articles and podcasts to speed up prep for sermons, meetings, or strategic planning sessions.
- Record and organize notes in meetings.
- Research topics for teaching, leadership development, and ministry initiatives.

QUALIFICATIONS

- Strong Christian faith and active engagement at Northridge.
- Excellent organizational and time management skills.
- Excellent interpersonal skills.

- Strong written and verbal communication skills.
- Ability to maintain strict confidentiality.
- Ability to work collaboratively in a team environment.
- Proficiency in using technology for ministry purposes (e.g., church management software, video conferencing tools, and Google Drive).

GENERAL STAFF EXPECTATIONS

- Be an active participant of the Northridge team by engaging in staff meetings, activities, and events.
- Support and cast vision of the church and other ministry areas.
- Exemplify “Northridge Staff Values” and adhere to the content in the “Employee Handbook.”
- Perform other job duties as assigned.

APPLICATION

If you would like to apply for this position, please submit the following materials:

- Resume highlighting relevant experience and qualifications
- Three professional or ministry references (at least one should be a current or recent supervisor)
- Brief cover letter (or a 1–2 minute video introduction) sharing why you are interested in serving at Northridge and how your gifts align with this role

Applications may be sent to **kristinm@northridge.online**.

Candidates will be contacted if selected to move forward in the interview process.