



# Executive Assistant

**Job Title:** Executive Assistant

We will consider both part-time and full-time applicants in order to find the best candidate for the role.

**Reports to:** Rector

**Timeframe:** FY26

We're a group of people who worship together, pray together, serve together, and live day-to-day life together. We believe that church is community. It's more than just a place to show up on a Sunday; it's the messiness of real life. When people are connecting to God and experiencing what it means to be loved, forgiven, healed, and empowered by Jesus Christ through the Holy Spirit, church is happening. Above all, church is a foretaste of God's Kingdom—a day when all that is broken will be healed, all that is incomplete will be made whole, all that is old will be made new. A day of Restoration.

We are broken people being restored by grace and living God's story.

## Position Summary

The Executive Assistant provides high-level executive administrative support to the Rector in coordination with the Executive Director.

## Key Responsibilities

### RECTOR SUPPORT (85%)

- Serves as administrative liaison and, on behalf of the Rector, communicates directly with Vestry, Clergy, Executive Director, and/or other key staff
- Completes all scheduling, logistics, document preparation and communication for all Vestry meetings but is not required to attend those meetings
- Manages Rector's email correspondence by responding on behalf of the Rector and delegating to appropriate staff when necessary, includes ensuring follow-up by Rector when necessary
- Manages the Rector's schedule, including scheduling meetings with staff, parishioners, and those outside Restoration
- Manages expense reporting for Rector
- Schedules and books travel for Rector

### OFFICE MANAGEMENT AND CHURCH SUPPORT (15%)

- Schedules the Sunday preaching and liturgical duties of all clergy
- Proactively assumes responsibility for activities that contribute to a well-run office including ordering supplies and monitoring equipment
- Performs reception duties by answering phones and greeting visitors
- Supports the Executive Director with scheduling and special projects as needed

## **Position Requirements**

- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Ability to work independently toward a vision. Specifically, ability to work in an office during weekday hours, supporting a mission that comes to life most palpably on Sundays
- Demonstrate ability to use tact and discretion; ability to maintain confidentiality of information and other related matters required
- Excellent organizational skills, orientation to detail, written and verbal communication skills
- Demonstrated ability to work well with others on both small and large teams
- Demonstrated success in situations which require initiative and an entrepreneurial spirit
- Strong time-management and multi-tasking abilities, to including initiating projects and working autonomously as appropriate
- Willingness to cheerfully execute the tasks that are needed to empower the Rector and Executive Director
- Technical acumen and ability to learn new systems and software
- Bachelor's Degree or equivalent experience in related job activity
- Minimum 3-5 years of experience working in a similar role

## **Preferred Skills and Qualifications**

- Proficiency with Microsoft office suite, Mac operating systems, and Planning Center Online

## **Compensation**

Full-time, salaried position. Restoration's benefits include medical, dental, vision, disability, and life insurance, a phone stipend, 13 paid holidays, 15 PTO days, and a 401(k) match.

## **To Apply**

To apply, please submit a cover letter, resume, and 3 references to [personnel@restorationarlington.org](mailto:personnel@restorationarlington.org), Attn: Kat Downs.