



Job Title: Executive Assistant
Organization: Momentum Ministry Partners
Reports to: Vice President
Employment Status: Part-time, 25 hours per week
Location: Hybrid / Remote

POSITION SUMMARY

The Momentum Executive Assistant provides high-level administrative, organizational, relational, and strategic support to the Vice President of Momentum Ministry Partners. This role helps ensure that the Vice President's time, communications, priorities, projects, and commitments are managed with excellence, discretion, and intentionality. The ideal candidate is proactive, highly organized, detail-oriented, relationally intelligent, and able to anticipate needs before they arise.

The Momentum Executive Assistant serves as a trusted partner and reliable extension of the Vice President by advancing strategic priorities, coordinating people and projects, and furthering a culture of trust through excellence. This role will create capacity for greater ministry impact by helping key leaders and teams focus their efforts directly on Momentum's mission and vision.

In summary, the Momentum Executive Assistant will work alongside the Vice President to provide administrative support in the following areas: calendar and meetings, travel and logistics, communications and correspondence, project and timeline accountability, staff care support, work allocation, information maintenance, special events coordination, and strategic executive planning.

ESSENTIAL RESPONSIBILITIES

Calendar and Meetings

- Manage, maintain, and protect the Vice President's calendar.
- Schedule all meetings, appointments, and engagements involving the Vice President.
- Align the calendar with executive priorities and established focus time.
- Coordinate scheduling details, time zones, meeting locations, and changes.
- Create agendas, briefing documents, presentations, and supporting materials.
- Take notes, capture decisions, record action items, and follow up when appropriate.
- Prepare the Vice President for upcoming meetings, travel, deadlines, and decisions.

Travel and Logistics

- Coordinate flights, hotels, rental cars, schedules, and other travel arrangements.
- Prepare clear itineraries and travel briefing materials for meetings.
- Manage any event registrations and travel-related logistics.
- Coordinate itinerary changes, cancellations, and adjustments.
- Manage all work expenses (receipts, documentation, reports, etc.) for the Vice President.

Communications and Correspondence

- Draft, edit, organize, and respond to emails on behalf of the Vice President, as authorized.
- Screen incoming messages and identify matters requiring attention.
- Coordinate introductions, thank-you notes, and follow-up communications.
- Handle confidential and sensitive information with discretion.

Project and Timeline Accountability

- Track projects, task lists, initiatives, deadlines, deliverables, and accountability.
- Monitor progress and identify delays, risks, or competing priorities.
- Help keep key initiatives moving forward through consistent coordination.
- Provide the Vice President with regular updates on project status and emerging needs.

Staff Care Support

- Manage life event information (birthdays, anniversaries, celebrations, etc.) as assigned.
- Coordinate cards, gifts, acknowledgments, and expressions of care.
- Support hospitality efforts for donors, ministry partners, guests, staff, and volunteers.
- Help foster a culture of appreciation, attentiveness, and relational excellence.

Work Allocation

- Help evaluate opportunities according to executive priorities, timing, and strategic value.
- Route requests, responsibilities, and decisions to the appropriate person or team.
- Protect the Vice President's schedule, foreseeable conflicts, and established priorities.

Information Maintenance

- Ensure accurate records of important information (manuals, policies, procedures, etc.).
- Update CRM systems, contact databases, and administrative platforms as needed.
- Provide executive accessibility to digital and physical files, documents, and records.
- Maintain systems that make information accurate, accessible, and easy to retrieve.

Special Events Coordination

- Coordinate board meetings, staff retreats, team gatherings, new initiatives, and special events.
- Ensure consistency and excellence across major components of events (registration, catering, venues, technology, vendors, transportation, supplies, etc.).
- Coordinate executive-level timelines, agendas, checklists, and communication plans.

Strategic Executive Planning

- Develop briefing reports, presentations, dashboards, and decision-support materials.
- Track organizational goals, strategic priorities, metrics, and milestones.
- Help translate strategic priorities into organized plans and measurable next steps.

QUALIFICATIONS

Required

- Demonstrated experience providing executive, administrative, project coordination, or comparable high-level support.
- Exceptional organization, attention to detail, and the ability to manage multiple priorities, deadlines, and follow-up items.
- Strong written and verbal communication skills, with sound judgment and professional discretion.
- Proficiency with Microsoft 365 or comparable business software, calendar systems, and digital collaboration tools.
- Ability to handle confidential, personnel, donor, and organizational information with discretion and confidentiality.
- Ability to anticipate needs, take initiative, solve problems, and follow through with minimal supervision.
- Strong relational skills and the ability to work effectively with staff, ministry partners, donors, volunteers, vendors, and guests.
- Support for the mission and values of Momentum Ministry Partners.

Preferred

- Prior experience supporting a senior executive or managing Director.
- Prior experience with CRM systems and project-management tools.
- Prior experience in event coordination and executive travel planning.

WORK SCHEDULE AND CONDITIONS

- Approximately 25 hours per week, with the regular schedule established in consultation with the Vice President.
- The role is hybrid / remote, with on-site availability required as organizational needs, meetings, events, or executive responsibilities require.
- The employee must be able to perform the essential functions of the position, with reasonable accommodation when applicable.

SPIRITUAL AND MINISTRY EXPECTATIONS

- Pursues a growing relationship with Jesus Christ, demonstrated through spiritual maturity, biblical character, and a desire to continually grow in faith (2 Peter 1:5–11).
- Leads with humility and a servant's heart, demonstrating a teachable spirit and a willingness to put others and the mission ahead of self (Philippians 2:1–11).
- Maintains a consistent life of prayer, recognizing dependence on God as foundational to healthy ministry, leadership, and work (1 John 5:14).
- Approaches the role as a ministry calling, not simply a job, seeking to honor Christ and advance the mission of Momentum through everyday responsibilities and relationships.

TEAM AND PROFESSIONAL EXPECTATIONS

- Lives and works in alignment with Momentum’s vision, values, philosophy, and leadership, contributing positively to a unified team culture.
- Pursues excellence with integrity, stewarding the time, resources, opportunities, and finances entrusted to Momentum with care and responsibility.
- Takes ownership and initiative, working proactively, following through on commitments, and requiring minimal supervision.
- Works collaboratively, communicating clearly, building trust, and contributing to a healthy and productive team environment.
- Demonstrates dependability and a strong work ethic, consistently bringing focus, diligence, and appropriate urgency to responsibilities.
- Embraces flexibility, willingly adapting to changing needs and taking on additional responsibilities when necessary to serve the mission and the team.
- Represents Momentum well, demonstrating professionalism, humility, respect, and a genuine desire to serve others in every interaction.

ACKNOWLEDGMENT

This job description summarizes the position's primary responsibilities and qualifications and is not intended to describe every duty that may be assigned. Responsibilities may be adjusted based on organizational needs and leadership direction.

Employee Signature

Date

Supervisor Signature

Date