



Executive Assistant to the Vice President of Church Mission and Strategy – San Jose/ Santa Cruz

Hours: 40 hours/week (1.0 FTE), non-exempt

Accountability: This position reports to the Vice President of Church Mission and Strategy (VPCMS)

Pay Range: The pay range for this position is generally \$50,000-\$55,000 annual equivalent. The hiring pay scale referenced in the job posting is the budgeted range Western Seminary reasonably expects to pay for this position. Individual pay is generally determined by a number of factors including internal equity, job-related skills, experience, relevant education or training, and location.

Position Summary: The Executive Assistant to the VP of Church Mission and Strategy supports the VPCMS in furthering the mission of Western Seminary to churches and church leaders as they train and equip them with sound theology and ministry skills to impact people for Jesus. This position is based in two locations, Santa Cruz, CA at the Vintage Faith Church office, and at the Western Seminary location in San Jose, CA. Occasionally, remote work is acceptable with supervisor approval.

Essential Duties/Functions:

- Executive assistant and administrative support for the VPCMS
 - Provide leadership to the Office of the Vice President of Church Mission and Strategy
 - Serve as the “first face/voice” of the VPCMS Office, exhibiting hospitality to students, staff, faculty, alumni, trustees, and guests
 - Create travel agendas for VPCM and distribute to essential administrators/staff
 - Accompany the VPCMS to meetings, taking and distributing notes, and generating task lists to support them with their organization and follow through
 - Assists/supports other Executive Assistants with seminary-wide events, and Board of Trustees meetings as necessary, and provides administrative coverage in their absence as necessary. Travel may be required
 - Brainstorm with the VPCMS to develop and further the mission and vision of Western Seminary in their specific area of oversight. The person in this position will contribute ideas as a participant in the mission to train and support church leaders.
 - Complete special projects as assigned by the VPCMS.



- Works collaboratively with the VPCMS, to create/provide authoritative information to inquiries and decisions to ensure satisfaction and effective/streamlined communication
 - Track the VPCM's budget, collect and process reimbursement requests, and travel reimbursements, and complete monthly Visa reconciliations
- ReGeneration Project Coordinator
 - Create, organize, and execute ReGeneration events
 - Maintain and update the ReGeneration Project website
 - Provide instructions to students and guests at events (public speaking)
- General administration for Western Seminary's academic cohorts in Northern California
 - In coordination with the VPCMS prepare the students for each class, including book orders, itinerary of class locations, and understanding of cohort expectations
 - Collaborate and communicate with Western Seminary faculty and staff in all aspects of running the cohort, including work with the Marketing Department on brochures and other promotional materials
 - Open/close building for cohort classes, place WS signs around the property the day of the first cohort
 - Greet students as they arrive and assist with any questions regarding the program
 - Provide hospitality for cohort classes, including beverages, snacks, and meals
 - Create handouts, PowerPoint slides, and other materials for the cohorts
 - Possible Opening of Cohort sessions with directions- public speaking required
 - Other duties as assigned

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Education/ Experience: Undergraduate degree
- Preferred 5 years of administrative or executive assistant experience. Experience can be supplemented with:
 - Experience working in a church environment
 - Experience working in a higher education setting
 - Experience in hospitality/ event business



- Extensive experience in the planning, coordination, and execution of various types and sizes of meetings and events, including skill and experience working within a budget
- Demonstrated experience managing multiple complex calendars for executives
- Experience with domestic and international travel arrangements, including coordinating with travel agencies (international trips)
- High level of organizational skills, strong attention to detail, ability to prioritize and follow through on assignments in a timely, proactive, and responsive manner
- Ability to work alone and to collaborate well in a team setting
- Proficiency with MS Suite, Zoom, Adobe Acrobat, database and desktop publishing programs
- Strong word processing skills to prepare correspondence, reports, and spreadsheets.
- Exceptional editing skills, including the ability to synthesize information, and make complicated wording succinct
- Valid US Driver's license and consistent access to transportation
- Availability to travel within a 1–3-hour radius from offices in California, and to the Western Seminary campus in Portland, OR (long-distance travel expenses are covered by the employer)
- Availability to work some evenings, and weekends depending on the event, and cohort schedules
- Alignment with Western Seminary [Vision and Mission](#).