

Executive Assistant to the Executive Pastor & Pastor for Pastoral Care FriendshipWest Baptist Church – Dallas, TX

FullTime | OnSite | Some Weekends Required

Position Overview

FriendshipWest Baptist Church is seeking a highly skilled, spiritually grounded, and socially conscious Executive Assistant to provide direct support to the Executive Pastor and Pastor for Pastoral Care. This individual must demonstrate a deep commitment to Jesus Christ, a heart for ministry, and a passion for serving “the least of these” including the poor, the marginalized, the underrepresented, and the unhoused.

The ideal candidate is an initiative-taking, high-energy professional who anticipates needs before they arise and consistently goes beyond the call of duty. This person must thrive in a fast-paced, justice-centered ministry environment, operate with impeccable integrity, and communicate effectively with people from all walks of life, from members of Congress to individuals experiencing homelessness.

Key Responsibilities

- Provide high-level executive support to the Executive Pastor and administrative support to the Pastor for Pastoral Care
- Manage complex calendars, schedule appointments, coordinate and prepare in advance for meetings, and prioritize competing demands
- Maintain confidentiality and exercise sound judgment in all church, pastoral, and congregational matters
- Draft, edit, and prepare correspondence, reports, presentations, and ministry documents
- Serve as the first point of contact for visitors, members, and community partners contacting the Executive Pastor or Pastor of Pastoral Care.
- Work collaboratively with staff, volunteers, and ministry teams to support church-wide goals
- Perform administrative tasks including filing, data entry, database management, and office organization
- Represent the pastoral office with compassion, professionalism, and hospitality
- Provide Administrative weekend support (Saturdays or Sundays) as required for ministry needs

Required Qualifications

- Strong, active Christian faith and alignment with the mission and values of FriendshipWest Baptist Church
- Demonstrated passion for social justice ministry and serving marginalized communities
- Exceptional calendar management and scheduling abilities
- Outstanding technical proficiency, including:
 - Microsoft Word
 - Excel
 - Canva
 - Email platforms and digital communication tools
- Excellent written and verbal communication skills
- Ability to communicate with diverse population from unhoused community members to civic leaders
- High level of emotional intelligence, compassion, and cultural awareness
- Superior organizational skills with meticulous attention to detail

- Ability to multitask and thrive in a fast-paced environment
- Able to prioritize dueling priorities as a dual report

Personal Attributes

- Initiative-taking and anticipatory, sees needs before they arise
- High energy, self-initiated, and consistently dependable
- Strong collaborator who works well with multiple teams
- Heart for discipleship and servant leadership
- Deep compassion for people and a commitment to the Ministry of care
- Strong work ethic, professionalism, and consistent followthrough
- Adaptable and able to maintain a calm, positive demeanor under pressure
- Able to successfully manage multiple priorities as a dual report

Work Schedule

- Full time, onsite, Monday through Friday
- Some weekends are required (including certain Saturdays and/or Sundays)
- Must be present for ministry events and pastoral care needs as assigned