



Job Title: Part-Time Executive Assistant

Organization: Coram Deo

Reports to: Executive Director

Mission: To glorify God by multiplying leaders and healthy churches, inviting people to new and growing faith commitments to Jesus.

Purpose of the Position:

The Part-Time Executive Assistant will provide high-level administrative support to Coram Deo's executive leadership, facilitating smooth day-to-day operations. This role will assist in managing communication, scheduling, and special projects, ensuring the organization's mission is advanced efficiently.

Essential Duties and Responsibilities:

- Manage executive calendars, coordinate meetings, and prepare necessary materials.
- Handle correspondence, emails, and phone calls on behalf of the leadership team.
- Assist in the preparation of reports, presentations, and other communications.
- Support event planning, including meetings, workshops, and donor events.
- Maintain organizational files and databases, ensuring all information is up-to-date.
- Coordinate travel arrangements and logistics for leadership.
- Assist with special projects as assigned by the executive team.
- Provide leadership for our digital systems, websites, and process

- Must have the ability to organize, prioritize, and work independently as well as schedule and produce work on time. Must be able to concentrate and pay close attention to detail.
 - Research, organization, and planning skills required.
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Skills and Qualifications:

- Strong organizational and time management skills, with attention to detail.
 - Excellent written and verbal communication abilities.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and cloud-based tools.
 - Ability to handle confidential information with discretion.
 - Flexibility and adaptability in a fast-paced, dynamic environment.
 - Previous administrative experience, preferably in a non-profit or faith-based setting.
 - Familiarity with CRM systems and church management software is a plus.
 - Alignment with Coram Deo's mission, values, and theological dispositions. Agree to the [Lausanne Covenant](#)
 - Team player – humble, willing to defer to others, supportive of others
 - Proficiency in virtual communication tools.
 - Strong self-motivation and ability to work independently.
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This role offers flexible hours, allowing for work-life balance while playing a pivotal role in supporting a ministry that impacts lives through servant leadership with a gospel focus, and church development. Primarily, a remote position with a weekly onsite meeting.

Hours: Part-time (10-25 hours) per week

Pay: \$20-\$24 per hour

PTO: 2 weeks

Location: 190 W. Lakewood, Holland, MI 49424

For More Information: Visit our website at www.coramdeoassociation.org or contact Dave Barry at dbarry@coramdeoassociation.org