



# CROSSPOINT CHURCH

## Executive Administrator

FULL-TIME (40-50HRS)

LOCATED IN SALINA, KS

The Executive Administrator ensures that decisions made by the executive team turn into completed actions across the organization. This role provides follow-through, alignment, and accountability, while also supporting key administrative needs that keep the Lead Pastors focused on their highest priorities.

This person serves as an execution partner to the Lead Pastors, helping clarify priorities, track commitments, remove obstacles, and ensure progress.

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### Executive Administrator Job Responsibilities:

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- Execution & Follow-Through
    - Capture decisions, action items, owners, and deadlines from meetings
    - Track progress on key initiatives and priorities
    - Follow up with leaders to ensure commitments are completed
    - Identify stalled projects and surface obstacles early
    - Keep priorities visible and moving
  - Lead Pastor Support
    - Prepare agendas, briefs, and meeting materials
    - Organize information for strategic discussions
    - Coordinate logistics for Lead Pastor meetings, off-sites, and travel.
    - Support basic scheduling and communication needs
  - Team Alignment & Clarity
    - Ensure Pastors understand expectations, timelines, and priorities
    - Help translate ideas and vision into actionable next steps
    - Maintain dashboards, scorecards, or progress trackers
    - Flag misalignment between stated priorities and actual activity
  - Cross-Team Coordination
    - Serve as a connector between Lead Pastors and location leaders
    - Communicate updates and expectations clearly and consistently
  - Process Improvement
    - Identify inefficiencies in workflows, meetings, or communication
    - Recommend improvements that increase clarity, speed, and effectiveness
    - Help build systems that support healthy execution
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## Executive Administrator Skills and Qualifications:

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The Executive Administrator operates with relational and delegated authority from the Lead Pastors to request updates, clarify responsibilities and deadlines, escalate unresolved issues, and ensure initiatives stay aligned with Lead Pastor priorities. While not directly managing staff, this role ensures accountability for agreed-upon actions. The ideal candidate is highly organized, detail-oriented, and trustworthy, with strong communication skills and the professional confidence to work alongside senior leaders. They are calm, dependable, assertive without being abrasive, comfortable following up with busy leaders, and able to balance details with the bigger picture. Success in this role results in greater clarity across the network, fewer dropped balls, reduced chaos for leaders, meaningful progress on strategic initiatives, and deep trust from the Lead Pastors.

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## Executive Administrator Prerequisites:

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- Must be able to pass a federal and state background check.
- Agreement with CrossPoint on the employee standard of conduct and expectations.
- High school diploma or equivalent required
- Must align with the vision and values of CrossPoint Church.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside of the Church.
- Adhere to and encompass the qualities and characteristics required of CrossPoint Church employees.