



Executive Assistant - Redmond Campus

Full-Time

Send us the following REQUIRED items to be considered for this position:

- **Your resume**
- **Your cover letter**
- **Links to your social media**
- **Please send these items to HR@timberlakechurch.com**

Timberlake Church is a fast-growing, creative, tech-savvy, and increasingly multi-racial church committed to reaching people for Christ and growing them in their faith. We are one church with multiple campus locations in the Seattle Metropolitan Area and Southern Washington.

We are seeking a talented individual to join the team as a full-time ***Executive Assistant*** at our Redmond Campus near Seattle, WA. This person should be a proven leader with a track record of success in their previous experience.

Responsibilities:

- Alleviate Lead Pastor of administrative details.
- Update and follow up on delegated tasks to ensure progress to deadlines.
- Maintain Lead Pastors calendar.
- Prepare travel arrangements.

You'll Be On The Right Track If:

- You are organized.
- You are flexible.
- You are a hard worker who is outcome oriented.
- You are self-motivated.
- You have exceptional written and oral communication skills.

It Would Be Awesome If:

- You have experience in project management.
- You can effectively manage multiple projects at the same time.
- You are knowledgeable in Microsoft Office Programs.

Application Requirements:

Check us out at www.timberlakechurch.com

- This person must love God and have a personal relationship with Jesus Christ.

- Have a heart to see people come to know Christ
- This person will have to make discipleship commitments to weekly worship at and tithing to Timberlake Church.
- Make Timberlake your church home
- 2+ years of experience.
- Bachelor's degree/certification preferred.
- Work schedule is full-time (40+ hours) and ability to work on Sunday.
- Performs other duties as assigned.