

Executive Assistant / HR Specialist

Position Type	Administration
Reports to	Director of Administration
Directly Supervises	N/A
Status	Part Time; 24-28 hours per week: Hours to be determined with Supervisor
FSLA	Non-Exempt
Approved By	
Revision Date	

Job Summary

The Executive Assistant / HR Specialist advances the mission and ministry of Good Shepherd Lutheran Church by providing high-level administrative, human resources, and operational support to the Lead Pastor and Director of Administration. This role ensures effective coordination of leadership, boards, and committees through strong organization, communication, and recordkeeping, while supporting key initiatives and maintaining compliance with church and regulatory requirements. In addition, this role will provide support for employee benefits administration and payroll. The Executive Assistant also serves as clerk and administrative manager of the Columbarium exercising sound judgment, discretion, and a proactive, service-oriented approach in a dynamic ministry environment.

Essential Duties and Responsibilities

1. Executive & Leadership Support

- Provide high-level administrative support to the Lead Pastor and Director of Administration, including calendar management, prioritization of commitments, and coordination of ministry initiatives.
- Serve as a strategic gatekeeper and liaison, managing communication on behalf of senior leadership with staff, congregation members, and external partners.
- Anticipate leadership needs, prepare briefing materials, and ensure leaders are equipped for meetings, decisions, and ministry activities.
- Represent leadership with professionalism and a ministry-minded, service-oriented approach.

2. Board, Committee & Governance Support

- Coordinate all aspects of board and committee operations, including scheduling, agenda development, and preparation of meeting materials.
- Record and maintain minutes and official records for boards, committees, and affiliated entities.
- Ensure timely collection of reports, financials, and supporting documentation for leadership review.
- Support governance processes by tracking action items, follow-ups, and compliance requirements.
- Occasionally attend board meetings in place of the Director of Administration.

3. Organizational Recordkeeping & Compliance

- Maintain accurate and confidential records, including personnel files, board minutes, Columbarium records, Good Shepherd Foundation records, and regulatory documentation.
- Support compliance with church policies, legal requirements, and denominational or nonprofit standards.
- Manage document systems and filing processes to ensure accessibility, accuracy, and continuity of institutional knowledge.

4. Human Resource/Benefit Administration

- Coordinate employee on-boarding, providing new hire paperwork, distributing group insurance enrollment materials and determining eligibility. Process employment and volunteer background checks.
- Collect and review all benefit forms and works with employees to ensure information is accurate.
- Enroll, change, or terminate employees with insurance carriers for life status changes.

Commented [DN1]: This is a senior level role's responsibility. This is not an hourly/PT position level.

Commented [RB2R1]: I changed it from saying "Ensure" to "Support" so it is more in support of than being responsible for.

- Properly administer the steps needed to comply with COBRA law and appropriately deliver continuation of employee benefits.
 - Complete annual audits and reporting for employee benefits; 403b Pension, Workers Compensation, Flex Spending Account and HRA Health Insurance.
 - Maintain online payroll system, updating employee personal data, wage and deduction information.
 - Assists employees in registering for or resetting access to online system portal.
- 5. Columbarium Administration**
- Serve as clerk and administrative coordinator for the Columbarium, including recordkeeping, customer interaction, and regulatory compliance.
 - Ensure all related records, transactions, and communications are handled with accuracy and care.
- 6. Communication & Congregational Engagement**
- Serve as a welcoming and responsive point of contact for members, visitors, and partners, reflecting the church's mission and values.
 - Support internal and external communications, including correspondence, announcements, and leadership messaging.
 - Maintain a high level of discretion and care when handling sensitive pastoral, financial, or personnel matters.
- 7. Committee & Staff Support**
- Assist with onboarding, coordination, and support of church committees in alignment with church policies (e.g., safety and confidentiality).
 - Provide administrative support as needed, and foster an office environment that supports the broader mission of the church.
- 8. Additional Payroll and Benefit Administration Support, as needed**
- Serve as the backup to the Staff Accountant to process the bi-weekly payroll and monthly Ad-Hoc payroll in a timely, accurate and compliant manner.
 - Assists in maintaining the online payroll system, updating employee personal data, wage and deduction information.
 - Assist employees in registering for or resetting access to online system portal.

Competencies

- Possess excellent verbal and written communication skills for preparing agendas, documents, and representing the senior leader to staff and members.
- Engage comfortably with members and visitors of our church, from age 3 to 93
- Ability to anticipate the needs of the Lead Pastor or Director of Administration, solve problems independently, and take initiative without constant supervision.
- Ability to adapt to a fast-paced environment, manage multiple competing priorities, and handle occasional evening or weekend duties.
- Possess strong organizational skills.
- An understanding of and commitment to the mission and vision of Good Shepherd church.
- Strict discretion when handling sensitive pastoral counseling, human resources, or financial information.

Minimum Qualifications

- 3–5+ years of experience providing executive-level administrative support
- Experience with or ability to learn Human Resource responsibilities for payroll and benefit administration.
- High-level proficiency in Microsoft Office (specifically Outlook, Word, and Excel)
- High School Diploma
- Pass a background check
- Valid driver's license

Preferred Qualifications

Good Shepherd Lutheran Church
August 11, 2026

- Bachelor's degree is preferred, ideally with an emphasis in communication, business, or a related field.
- 3to 5 years of experience in Human Resource payroll and employee administration.
- Experience using artificial intelligence (AI).
- Experience in reviewing legal documents.
- Working knowledge of church database/management software.
- Strong knowledge about the unique operational needs of a large church.
- Expertise in calendar management, and meeting organization for high-level leaders.
- Event planning experience.
- Experience leading or supporting volunteer teams.

Work Environment

Good Shepherd is a vibrant church community, with two campuses in Madison and Verona. This position will perform work in a variety of environments, but mainly in a professional office environment.

Physical Demands

Duties performed by this require a basic level of physical ability.

Travel

Travel is required between church campuses and occasional community events.

Equal Employment Opportunity Employer

The church is an Equal Opportunity Employer. Except as otherwise allowed by law, it is the church's policy and practice not to discriminate against any person based upon his or her race, color, creed, citizenship, national origin, ancestry, age, sex, marital status, sexual orientation, gender identity/expression, disability, arrest or conviction record, members in the national guard, state defense force or any military reserve component, or any other classification protected under applicable federal, state, or local law.

Where reasonable accommodation is necessary to allow qualified individuals with known disabilities to perform the essential functions of their job, the church will make such accommodations unless doing so would result in an undue hardship to the church.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. *

Employee_____ Date_____

Supervisor_____ Date_____

* This document does not create an employment contract, implied or otherwise, other than an at-will employment relationship. Good Shepherd Lutheran Church maintains the discretion to add duties or change the duties of this position at any time.