

Job Posting Executive Office Assistant



IMMEDIATE JOB OPENING

Posted: 30 July 2026

Position Title: Executive Office Assistant

Employment Status: Part-Time, Non-Exempt, Hourly

Please refer to the attached **Job Description** for detailed information regarding responsibilities, qualifications, and requirements.

Application Instructions

Interested applicants should submit all required materials to:

Geneva Benefits Group

Attn: Human Resources

Email: careers@genevabenefits.org

Applicant Name:
(Printed Full Name)

Applicants must confirm completion and agreement with the following by checking each box and returning this page with their application materials:

- ☐ Cover Letter Included
- ☐ Resume Included
- ☐ Agreement with Geneva's Employer Statement (see below)
- ☐ Agreement with Geneva's Statement of Faith (attached)

Employer Statement

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

About Geneva Benefits Group

Geneva serves those who serve others, providing practical support for the financial, physical, and emotional wellbeing of ministry leaders and workers.

Geneva was founded by the Presbyterian Church in America (PCA) and continues to serve the PCA and other reformed denominations.

Our Mission

Geneva Benefits Group supports the wellbeing of ministry leaders, workers, and their families, so they can live generously in every season of ministry.

Our Vision

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually, emotionally, and financially healthy.

Our Values

We Know You: We Understand Ministry Life

We Know How: We Continuously Pursue Excellence

We Care: Relationships Are Our Bottom Line

Job Description Executive Office Assistant



Division:	Executive	FLSA Status:	Non-Exempt Part-Time / Hourly
Department:	Executive	Location:	Hybrid (Remote / In-Office)
Reports to:	Director of Executive Operations	Work Schedule:	10 Hours / Week

Summary

The Executive Office Assistant provides administrative and operational support to the Executive Office, ensuring efficient execution of recurring business processes, meetings, travel coordination, expense administration, and organizational events. This position requires exceptional attention to detail, strong organizational skills, discretion, and the ability to be proactive in identifying and addressing administrative needs to support executive leadership and key ministry initiatives.

Operations Support

Support the Executive Office by partnering with the Director of Executive Operations and the Corporate Travel & Schedule Coordinator to ensure the timely and accurate execution of administrative, operational, and event-related activities. Assist in maintaining organized processes, effective communication, and exceptional service to internal and external stakeholders.

Key Responsibilities

- **Meetings, Events & Engagement:**
 - Assist in planning, coordinating, and executing internal meetings, leadership gatherings, and organizational events.
 - Coordinate logistics including scheduling, catering, meeting materials, attendee communications, vendor interactions, and event setup.
 - Support large-scale events such as PCA General Assembly, Geneva's Annual Golf Tournament, Board meetings, and other ministry-related initiatives.
 - Provide onsite event support as needed to ensure a positive participant experience.
- **Expense & Logistics Administration:**
 - Prepare, submit, and track expense reports in accordance with organizational policies and procedures.
 - Collect, organize, and maintain supporting documentation, including receipts and approvals.
 - Ensure complete and accurate expense coding and record retention.
 - Assist with company vehicle administration, including maintenance scheduling, mileage reporting, and related documentation.

This Section to be Updated by HR Department Only

Title Executive Office Assistant
Author H Johnson
Div Owner EXC
Approved by ELT

Doc Number JD-EXC-006
Creation Date 07/10/2026
Review Date 07/29/2026
Last Revised Date 07/29/2026

Job Description Executive Office Assistant



- **Meeting Documentation & Follow-Up:**
 - Attend meetings as needed to capture accurate meeting notes, including key discussion points, decisions, and action items.
 - Prepare and distribute meeting summaries in a timely manner.
 - Maintain organized records and documentation for future reference and accountability.
- **Travel Support**
 - Assist with travel arrangements for Executive Office personnel, including transportation, lodging, itineraries, and documentation.
 - Support travel-related expense reconciliation and administrative follow-up.
- **Administrative & Office Support:**
 - Prepare, process, and maintain business documents, correspondence, reports, and records.
 - Manage electronic filing systems and ensure information is organized, accessible, and up to date.
 - Support administrative workflows and special projects as assigned.
- **Standard Operating Procedures (SOPs):**
 - Assist in developing, documenting, updating, and maintaining administrative procedures and workflow documentation.
 - Recommend process improvements that enhance efficiency, accuracy, and consistency across business operations.

Qualifications

Faith and Mission Alignment

- Demonstrated devotion to Jesus Christ, personal holiness, and a passion for making Him known.
- A Christian exhibiting mature spiritual growth, evidenced by the fruit of the Spirit and a firm grasp of foundational Christian doctrine.
- Active member of an evangelical church that affirms the tenets of historic Christianity (PCA preferred but not required).
- Genuine passion for serving the church and its ministry leaders.
- Affirmation of Geneva's Statement of Faith and adherence to the organization's Code of Conduct.

Education

- High school diploma required.
- Associate's or Bachelor's degree preferred.

This Section to be Updated by HR Department Only

Title	Executive Office Assistant
Author	H Johnson
Div Owner	EXC
Approved by	ELT

Doc Number	JD-EXC-006
Creation Date	07/10/2026
Review Date	07/29/2026
Last Revised Date	07/29/2026

Job Description Executive Office Assistant



Experience

- Minimum of 5 years of administrative, office management, or business support experience.
- Demonstrated experience working with high-volume, detail-sensitive tasks (expense documentation, receipting, data updates, list maintenance).

Core Competencies

- Exceptional attention to detail and commitment to accuracy.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Professional judgment and discretion when handling confidential information.
- Proactive and resourceful approach to problem-solving.
- Ability to manage multiple priorities while meeting deadlines.
- Ability to collaborate with Geneva personnel and PCA committees/agencies.
- Perseverance in challenging ministry and business environments.

Technical Skills

- Proficiency in Microsoft 365 (Outlook, Excel, Teams, SharePoint/OneDrive).
- Experience with collaboration and project management tools (e.g., Teams, Asana).
- Ability to learn and effectively use organizational systems and tools (e.g., CRM platforms).

Work Environment & Physical Requirements

- This is a hybrid position with remote capabilities and the ability to be on-site for in-office presence.
- Regular interaction with staff and vendors.
- Reasonable accommodation provided in accordance with applicable laws.

Additional Information

- This role does not include supervisory or people-management responsibilities.
- Responsibilities are prioritized and assigned based on organizational needs and may vary in volume across functional areas.

General Statement

- This job description is not intended to be an exhaustive list of all responsibilities.
- Employees may be assigned additional duties as needed to support organizational goals.
- This document does not constitute a contract of employment implied or otherwise; employment remains at-will.

This Section to be Updated by HR Department Only

Title	Executive Office Assistant
Author	H Johnson
Div Owner	EXC
Approved by	ELT

Doc Number	JD-EXC-006
Creation Date	07/10/2026
Review Date	07/29/2026
Last Revised Date	07/29/2026

Job Description Executive Office Assistant



Author:	Heather Johnson
Title:	Director of Executive Operations
Date Approved:	29 July 2026
Reviewed By:	ELT
Title:	
Date Reviewed/Revised:	

A job description should be reviewed annually and updated as often as necessary.

See following page for revision tracking notes.

This Section to be Updated by HR Department Only

Title Executive Office Assistant
Author H Johnson
Div Owner EXC
Approved by ELT

Doc Number JD-EXC-006
Creation Date 07/10/2026
Review Date 07/29/2026
Last Revised Date 07/29/2026

Purpose.

We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America (PCA), the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.

We Believe.

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

This Section to be Updated by HR Department Only

Title	Statement of Faith
Author	C Lilly
Dept Owner	HR
Approved by	ELT

Policy Number	HR-008
Creation Date	07/26/2022
Review Date	08/05/2024
Last Revised Date	08/06/2024

POLICY
Statement of Faith



8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42, 44, 46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for any reason, including but not limited to immoral or unethical conduct, conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team ("ELT") holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall [have] control over any provisions of this Policy to the extent of any conflict therewith.

I hereby acknowledge that I have received, read, and understand this Statement of Faith as outlined above. I also acknowledge that I am in agreement with this Statement of Faith.

Signature	
Printed Name	
Date	

Return signed form to the Geneva's HR Department

This Section to be Updated by HR Department Only

Title Statement of Faith
Author C Lilly
Dept Owner HR
Approved by ELT

Policy Number HR-008
Creation Date 07/26/2022
Review Date 08/05/2024
Last Revised Date 08/06/2024