



THE ETHICS & RELIGIOUS  
LIBERTY COMMISSION  
OF THE SOUTHERN BAPTIST CONVENTION

## **Job Description: Executive Assistant, Office of the President** *The Ethics and Religious Liberty Commission*

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### **Summary**

This position is designed for an organized, detail-oriented, responsible team member that desires to join the band of joyful warriors at the ERLC who are tasked with applying the gospel to everyday life. This role maintains the official schedule, travel plans, and related records for the office of the president, providing operational, logistical, clerical, and project support.

### **Job Responsibilities**

*Operational support:* Coordinates the day-to-day schedule and provides logistical support to the president's office.

- Examples: Managing calendar; confirming appointments; assigning and reviewing briefing material; preparing overviews for speaking engagements, events, and interviews.

*Logistical support:* Coordinates travel and conducts advance work for the office of the president.

- Examples: Processing incoming speaking and meeting requests; working with event coordinators regarding the president's involvement; booking travel; managing credit card and expenses for the office of the president; occasional travel with the President to manage logistical needs.

*Clerical support:* Directs administrative needs in the office of the president.

- Examples: Tracking and archiving speaking notes; managing digital and physical archives; organizing drafts of writing projects; drafting internal and external communications; processing and archiving mail; assisting the Chief of Staff with workflow needs.

*Project Support:* Provides support to the office of the president on major and minor projects and to the organization at-large on strategic organizational initiatives.

- Examples: Asset development and execution; coordinating technology needs for the president's office, contributing to long-range planning meetings; providing logistical support in-person at key organizational events.

## **Skills and Requirements**

- Organized, conscientious, and detail-oriented approach to work
- Warm, flexible personality that enjoys a fast-paced and fun environment
- Self-starter who has the ability to anticipate needs
- Capable of juggling multiple assignments simultaneously
- Winsome ability to interact with people that disagree with ERLC views
- Awareness of Southern Baptist life and evangelicalism more broadly
- Note: This position is based in the ERLC's Nashville office.
- Note: This position reports to Brent Leatherwood, Chief of Staff & VP for External Affairs.