



**CHRISTIAN STUDENT FELLOWSHIP**  
AT THE UNIVERSITY OF KENTUCKY

## **Executive assistant**

### **Position Summary**

The Executive Assistant serves alongside the Executive Director (Brian) to support the mission and ministry of CSF and Lewis House. This role exists to create clarity, order, and momentum in the day-to-day operations of the ministry, ensuring that communication is strong, people are cared for, and priorities move forward. By managing details, coordinating efforts, and following through on responsibilities, this position helps free the Executive Director to focus on shepherding, vision, and discipleship.

### **Key Responsibilities**

#### **Executive Ministry Support**

- Steward and manage Brian's communications (email, texts, scheduling, and follow-ups) with discernment and care
- Respond to and draft emails (and occasional texts) on Brian's behalf in a way that reflects his voice and heart for ministry
- Maintain an ongoing, prioritized task list to help Brian stay focused on what matters most
- Help process, organize, and clarify Brian's ideas, conversations, and decisions into actionable next steps
- Coordinate meetings, travel, and rhythms of life that support both ministry effectiveness and sustainability

#### **Communication & Community Care**

- Serve as a central connector between Brian, staff, students, residents, & ministry partners
- Filter and direct communication to appropriate teams (Lead Team, Shift, Discipleship, etc.)
- Ensure important information is clearly and consistently communicated to CSF and Lewis House communities
- Keep track of ongoing needs, conversations, and responsibilities to ensure people are followed up with and cared for
- Help create unity and alignment through clear, timely, and thoughtful communication

#### **Delegation & Accountability**

- Help distribute responsibilities across staff and volunteers in a way that empowers others and supports the ministry's mission
- Follow up consistently to ensure tasks and commitments are completed
- Provide structure and accountability so ideas and plans are carried through to completion
- Support staff by managing responsibilities and relieving unnecessary burdens from Brian

## **Organizational Leadership**

- Help Brian and the Leadership staff at CSF create and maintain systems that help the ministry run smoothly and intentionally.
- Ensure that communication channels (CSF, Lewis House, and external) are organized and items are not overlooked
- Help the Executive Director track projects, tasks, and priorities across teams to maintain alignment and forward movement
- Help create space for the Executive Director to lead, disciple, and invest in people

## **Additional Responsibilities**

- Coordinate and assist Brian in sending ministry communications (including updates, videos, and end-of-year content)
- Assist with ordering resources and managing logistical needs
- Maintain access to necessary systems to support day-to-day ministry operations
- Step into various needs as they arise with flexibility and a servant-hearted approach

## **Qualifications & Characteristics**

- A heart for ministry and a desire to support the spiritual formation of students and community members
- Highly organized with strong attention to detail
- Clear and thoughtful communicator
- Faithful in follow-through; able to hold others accountable with grace and consistency
- Proactive, adaptable, and solution-oriented
- Trustworthy with a high level of discretion
- Level-headed, relationally aware, and willing to persist in follow-up when needed

## **For more information please contact:**

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\*\*\*Please Note: This is a paid, full-time position that does not entail personal fundraising. For more details, please reach out to Sarah Iranpour ([sarah@ukcsf.org](mailto:sarah@ukcsf.org))