



JOB DESCRIPTION

Personal Assistant

Supporting Ministries, Supporting People, Making change through prayer

Position Title	Personal Assistant	Pay Range	\$43,000 - \$49,000
Department	Ministry/Real Estate	Classification	Salary, Exempt
Location	Pray 1 st Office	Reports To	Gregory Seitz
Grade Span	Not Relevant	Schedule	Year Round

Company Profile

Pray 1st Army is a Christian faith-based organization committed to strengthening individuals, families, schools, and ministries through prayer, biblical discipleship, and practical faith-centered resources. According to its public website, Pray 1st Army exists to help people honor God through the Word of God and prayer, with an emphasis on teaching families how to pray, reclaim the home, and impact the community. The organization also presents itself as a developing platform that will provide new resources, tools, and content to help grow faith and community.

POSITION SUMMARY

The Personal Assistant provides high-level day-to-day support to a single individual by managing schedules, priorities, communications, reminders, and administrative details to help keep life and work organized and running smoothly. This role is responsible for maintaining calendars across both professional and personal commitments, tracking important dates such as birthdays, appointments, events, and deadlines, coordinating logistics, handling follow-through on tasks, and helping ensure nothing important is missed. The ideal candidate is highly organized, discreet, dependable, proactive, and able to anticipate needs, manage changing priorities, and provide trusted support with professionalism and care.

ESSENTIAL RESPONSIBILITIES

Personal Support

- Serve as a trusted right arm to a high-level individual by providing comprehensive day-to-day personal, administrative, and business support across a fast-moving and demanding schedule.
- Create and maintain exceptional organization across all areas of responsibility, helping bring structure, clarity, and follow-through to a very busy life with significant business requirements.
- Manage and organize email communications, including monitoring inboxes, sorting and prioritizing messages, flagging urgent matters, drafting responses, and ensuring timely follow-up.
- Receive, sort, organize, and manage incoming mail, packages, documents, and important correspondence.
- Answer, screen, and route phone calls professionally, take accurate messages, and ensure follow-up on important calls and outstanding matters.
- Maintain highly organized systems for calendars, tasks, reminders, contacts, files, records, and active priorities.
- Coordinate and manage personal and professional calendars, including meetings, appointments, deadlines, events, travel-related items, birthdays, and recurring obligations.
- Schedule, confirm, and track appointments, meetings, reservations, service calls, and other time-sensitive commitments.



- Support household and personal logistics, including coordinating dry cleaning, laundry, pickups, drop-offs, and similar errands or services.
- Assist with Airbnb operations, guest communication, scheduling, vendor coordination, and administrative follow-through as assigned.
- Support residential and commercial real estate activities, including property-related coordination, tenant or vendor communication, scheduling, document organization, and transaction follow-up.
- Assist with commercial real estate management tasks, including tracking property needs, coordinating services, supporting communications, and helping ensure operational details are handled promptly and professionally.
- Help coordinate contract assignments, document execution, deadlines, status updates, and follow-up actions to ensure business items continue moving forward.
- Track outstanding action items across personal and business matters and drive follow-up until tasks, commitments, and assignments are completed.
- Contact clients, tenants, vendors, service providers, and business partners in a professional and timely manner on behalf of the individual.
- Help manage multiple moving parts at once, ensuring important details are not missed and priorities remain organized and actionable.
- Anticipate needs, solve problems proactively, and reduce decision fatigue by helping the individual stay ahead of obligations, deadlines, and commitments.
- Exercise a high level of discretion, sound judgment, confidentiality, and professionalism in all personal and business matters.
- Perform other organizational, administrative, operational, and personal support duties as needed to keep the individual fully supported and highly effective.

Collaboration, Communication, and Professional Practice

- Work in close partnership with the individual you support, operating with loyalty, discretion, sound judgment, and a strong commitment to helping them function at a high level.
- Communicate clearly, professionally, and promptly with clients, tenants, vendors, partners, and other contacts, representing the individual well in all interactions.
- Maintain a calm, steady, and solutions-oriented approach, especially when priorities shift, demands increase, or urgent matters arise.
- Follow through consistently on assignments, updates, and outstanding tasks without needing repeated reminders.
- Receive direction well, adapt quickly, and remain flexible in a role where needs may change from day to day.
- Demonstrate a high level of professionalism, maturity, and emotional steadiness in both routine and high-pressure situations.
- Understand that this is a behind-the-scenes support role centered on service, excellence, and reliability; success in this position is measured by how effectively life and business are kept organized and moving forward, not by frequent recognition or praise.
- Take personal ownership of the work by finding value in being dependable, thorough, and trustworthy, even when the role is quiet, demanding, or largely unnoticed.
- Contribute to a culture of order, responsiveness, and excellence by handling responsibilities with humility, consistency, and a strong work ethic.
- Maintain confidentiality and exercise appropriate discretion in all personal, business, financial, and relational matters.



Faith and Mission Alignment

- Demonstrate agreement with and support for the Christian mission, values, and purpose of the organization in both attitude and daily conduct.
- Model Christian character through honesty, humility, integrity, self-control, servant leadership, and respect in all interactions.
- Understand that the organization exists to serve ministries and advance faith-centered work, and approach responsibilities with that broader purpose in mind.
- Carry out duties in a way that supports ministry leaders, protects their time, and helps strengthen the effectiveness of the organization's work.
- Be comfortable participating in a Christian work environment where prayer, biblical values, and faith-based decision-making are part of the culture.
- Maintain conduct that reflects positively on the organization, its leadership, and the ministries it serves.
- Approach the role with a servant's heart, recognizing that excellence in administration and support can be a meaningful part of ministry.
- Show maturity and discernment when handling sensitive personal, organizational, or ministry-related matters.
- Support a workplace culture that values prayer first, professionalism, faithfulness, and strong stewardship of time, relationships, and responsibilities.

QUALIFICATIONS

Required

- High school diploma or equivalent.
- Strong organizational skills with the ability to manage multiple responsibilities, deadlines, and follow-up items with a high level of accuracy.
- Proven ability to maintain order, structure, and discretion in a fast-paced environment serving a high-level individual.
- Strong written and verbal communication skills.
- Ability to manage email, calendars, scheduling, phone calls, correspondence, and administrative details with professionalism.
- Ability to handle confidential personal, business, and ministry-related information with discretion and maturity.
- Ability to work independently, anticipate needs, and take initiative without constant oversight.
- Strong follow-through and dependability, with the ability to track assignments, contracts, and outstanding action items through completion.
- Ability to interact professionally with clients, tenants, vendors, ministry leaders, and business contacts.
- Willingness to support a Christian organization and work in alignment with its faith-based mission, values, and service to ministries.

Preferred

- Prior experience as a personal assistant, executive assistant, office manager, or in another high-level support role.
- Experience supporting real estate, commercial real estate management, Airbnb operations, contracts, or client coordination.
- Experience managing complex calendars, busy schedules, and competing priorities for a high-capacity leader.
- Strong administrative and operational support experience in both personal and business settings.
- Proficiency with common office and communication tools such as email platforms, calendars, spreadsheets, shared documents, and task-tracking systems.
- Comfort working in a role that is highly service-oriented, behind the scenes, and centered on helping another person operate effectively.