



Job Description: Executive Assistant & Events Manager

Are you passionate about creating impactful experiences and supporting a mission-focused team that is committed to empowering Christian women in the workplace? Do you thrive in a fast-paced environment, excel at planning and logistics, and find joy in being a vital, behind-the-scenes force for excellence? If so, this role may be the perfect fit for you.

About 4word

4word is a global community of Christian women in the workplace, committed to equipping women to reach their God-given potential with confidence. Through mentorship, community, and our digital platform, we walk alongside women as they integrate faith and work, lead with purpose, and find meaning in every aspect of life.

Position Overview

The Executive Assistant & Events Manager is a vital, cross-functional role that supports the executive leadership team while also planning and executing high-impact events that are core to the 4word experience. This individual will serve as a trusted right-hand to the CEO and executive team, anticipating needs, managing logistics, and contributing to a collaborative, mission-driven culture.

You will also oversee all major events—including the 4word Gala, Executive Women's Forum, cohort gatherings, regional and global experiences—ensuring they are beautifully executed, mission-aligned, and impactful for every woman who attends.

We're looking for someone who is organized yet flexible, discerning yet relational, and thrives in a dynamic, fast-paced environment. The ideal candidate brings warmth and grace under pressure, a servant-hearted approach to leadership, and the ability to pivot quickly while keeping excellence at the center.

KEY RESPONSIBILITIES

Executive & Administrative Support

- Serve as the primary administrative partner to the CEO and executive team, including calendar management, meeting logistics, and internal and external communications.
- Proactively anticipate the needs of executive leadership and ensure follow-through on key action items.
- Manage sensitive information with a high degree of discretion and confidentiality.
- Support board meetings and leadership communications, including scheduling, preparation, and note-taking as needed.

Event Strategy & Management

- Lead planning and execution of all major 4word events, including our Annual Gala, Executive Women's Forum, regional and global gatherings, and virtual community experiences.

- Coordinate logistics for venues, vendors, budgets, registration, speaker communications, travel, and onsite event management.
- Serve as the primary point of contact for event partners and internal stakeholders to ensure each experience is seamless and mission-aligned.
- Develop event timelines and workback schedules, ensuring key milestones are met with excellence.

Organizational & Team Integration

- Collaborate across departments to ensure events and executive priorities align with 4word's strategic goals and messaging.
- Manage and streamline internal systems that support events and executive communications.
- Support special projects and team initiatives as needed, bringing structure and clarity to dynamic workstreams.
- Serve as a primary point of contact for internal team members, board members, partners, and external stakeholders, ensuring smooth communication and strong relationship management.

QUALIFICATIONS/SKILLS:

- 5+ years of experience in executive administration and/or event management
- Strong project management skills with a track record of executing complex events or initiatives.
- Highly relational and service-oriented, with strong written and verbal communication skills.
- Ability to multitask, adapt quickly, and thrive in a fast-moving environment.
- Proficiency in productivity and event tools (e.g., Microsoft Office, Google Workspace, Zoom, Eventbrite, Mailchimp, Asana or similar).
- A mature, grounded faith and alignment with 4word's Christian mission and values.

You're a Great Fit If You...

- Are energized by bringing clarity and structure to fast-moving or evolving situations.
- Can juggle multiple tasks without dropping the ball—and do it with grace.
- Have a keen eye for detail and are passionate about creating meaningful, mission-aligned experiences.
- Have a deep love for women's leadership and faith-based work.
- Are passionate about stewarding the behind-the-scenes details that make powerful moments possible.

Location – Dallas/Ft. Worth, TX

Travel – This position requires some travel to attend 2-4 events per year

To Apply - Please submit your résumé and a brief cover letter sharing your interest in the role to: apply@4wordwomen.org.