



SLU Team Member Search 2026

Job Opening: SLU Senior Executive Assistant and Office Coordinator

Location: Winter Park, Florida

Status: Full-Time

SLU Senior Executive Assistant & Office Coordinator Role Overview:

Student Leadership University (SLU) is seeking a highly organized, capable, service-minded team member to support our executive leadership and serve as the operational hub of our Winter Park office. This role is more than administrative support; it is a ministry of excellence that strengthens the leaders shaping the next generation. This team member creates clarity, order, margin and momentum that allow vision to move forward. You will anticipate needs before they surface, manage critical details with precision, and help carry the organizational weight that fuels national ministry impact. **The right candidate brings strong administrative experience, emotional intelligence, and a genuine passion for supporting ministry work that equips the next generation of Christian leaders.** If you are energized by organization, hospitality, communication, and meaningful support work, and find purpose in helping others lead well, this role offers a place to serve with excellence and eternal impact.

Executive Support Responsibilities (60 % of the role)

Serve as the primary administrative support for SLU's executive leadership, providing trusted, detail-oriented support that advances the mission and strengthens organizational effectiveness.

Executive Operations & Communications

- Managing calendars, scheduling meetings, and tracking speaking and event engagements
- Coordinating all travel logistics (flights, hotels, rental cars, itineraries)
- Assisting with executive email correspondence and communications
- Preparing expense reports and credit card reconciliations
- Supporting leadership social media accounts and website presence
- Assisting with writing, editing, and research related to SLU publications and video projects
- Coordinating hospitality details for key relationship visits (occasional evening or off-hour support may be required)

Strategic Initiative & Project Support

Provide coordination and administrative leadership for key organizational priorities and executive initiatives, including:

- **Donor Development & Advancement Support**
 - Assisting in organizing fundraising travel and partner engagement opportunities
 - Managing donor receipts and handwritten thank-you correspondence
 - Supporting annual strategy and culture-of-gratitude initiatives
- **Board & Team Events**
 - Coordinate logistics and preparation for bi-annual Board of Directors meetings
 - Support planning and execution of the annual staff retreat
 - Provide support for executive and leadership team meeting

Office Operations & Administrative Responsibilities (40% of your role)

Serve as the central administrative hub for both SLU leadership and the Winter Park office by ensuring systems, spaces, and processes function with excellence and professionalism.

Office Operations

- Oversee daily office operations, workflows, and administrative procedures
- Maintain a professional, welcoming, and well-organized office environment
- Coordinate supply procurement and manage equipment and facility maintenance needs
- Manage incoming and outgoing mail, check deposits, and general administrative tasks
- Monitor and respond to shared office phone lines and general email accounts

Systems & Logistics Management

- Oversee storage organization and maintain accurate inventory systems
- Manage Shopify store fulfillment, product inventory, and order processing
- Coordinate program materials, supply preparation, and shipment logistics

Organizational Coordination

- Track action items and follow-ups from weekly team meetings
- Provide administrative support for the SLU Ambassador Program
- Coordinate ACSI Continuing Education Unit (CEU) processes and documentation
- Process partner resources, including Orlando theme park ticket coordination
- Support planning and logistics for annual SLU seasonal initiatives and special projects

Qualifications & Experience

- Minimum 3 years of experience as an Executive Assistant, Personal Assistant, Office Coordinator, or in event/project coordination
- Demonstrated ability to manage multiple leaders and competing priorities
- Strong organizational and time-management skills with high attention to detail
- Excellent written and verbal communication skills
- Experience with research, editing, and professional correspondence
- Comfort managing social media platforms in a professional context
- Proficiency in Microsoft Office (Outlook, Word, Excel), Mac OS, and Inventory/POS systems
- Ability to quickly adopt new technologies and project management tools
- Calm under pressure and capable of handling high-detail, fast-paced environments

What You Bring

- A servant-hearted, team-first mindset
- Proactive problem-solving skills
- Strong discernment and discretion when handling confidential information
- Flexibility to adapt as priorities shift
- A deep alignment with SLU's mission and [Statement of Vision](#)

Why This Role Matters

This position plays a vital role in strengthening the effectiveness of SLU leadership and maintaining the operational excellence of the SLU office. By managing details with care and professionalism, you directly contribute to creating transformative leadership experiences for students, educators, and ministry leaders globally.

Position Compensation and Benefits:

- *Compensation:* Compensation will be commensurate with experience and education level, paid twice monthly (15th and 30th).
- *Health Insurance:* SLU provides coverage for employees through Guidestone Resources (Blue Cross-Blue Shield). SLU does not pay for the coverage of spouses or dependents at this time, but you can elect to pay for it yourself through payroll deduction. It is a robust plan with the best national/international coverage.
- *Vacation:* You will be fully vested on day one of your new role and will be offered 10 days of vacation, of which no two consecutive weeks are to be combined in your first twelve months of employment.
- *Benefits:* Quarterly staff development trainings, yearly stipend for personal development and time management tools, and opportunity to impact thousands of students and youth pastors' lives through this ministry.

How to Apply: If you believe you are a good fit for our team, please email your resume and cover letter to jobs@studentleadership.net, note the position you are applying for and click [here](#) to fill out the pre-interview questions.