



JOB DESCRIPTION

*“Whatever you do, work at it with all your heart, as working for the Lord, not for man.”
Colossians 3:23*

Job Title: Administrative Assistant
Status: Part-Time, Non-exempt
Department: Executive
Reports To: Lead Pastor (Indirect: Organizational Pastor)
Date Reviewed: June 10, 2021

General Summary

With limited supervision or direction, the Administrative Assistant enhances the Lead and Organizational Pastors’ effectiveness and productivity by leading and executing operational, administrative, and communication projects and activities of the Executive Office.

Specific Duties

Prioritizes and performs a wide variety of tasks as assigned, requested, or directed by the Pastors, including but not limited to:

- Answer phones, schedule appointments and maintain calendars
- Prepare and prioritize communication – emails, reports and correspondences communication
- Write and edit documents from letters to reports and instructional/teaching documents
- Create and maintain filing systems, both electronic and physical
- Assist Executive Team with arrangements for meetings and events such as staff development days, staff outings, monthly staff meetings, Executive Team meetings, Strategic Leaders’ meetings, staff retreats, staff Christmas party, and other staff-wide events.
- Take and transcribe meeting minutes – Staff and Elders
- Preparing documents for meetings and trips
- Writing and sending emails to departments and teams on behalf of Pastors or Executive Team
- Researching and booking travel arrangements
- Keep weekly sermon notes and help Lead Pastor in preparation of sermons
- Serve as a liaison between Teaching Team and Worship Gathering Team, assisting and ensuring appropriate communication and coordination for weekend Gatherings (slide generation, online and physical sermon notes, etc.)
- Anticipate, schedule and coordinate travel, lodging, ground transportation, speaking notes, shipments and liaison details for any off-campus engagements where the Pastors may be travelling or speaking
- Assist with scheduling related to weekend teachers and/or guest speakers
- Complete and file expense reports timely and accurately

