

Administrative Assistant

JOB SUMMARY: The Administrative Assistant to the Pastor provides administrative, organizational, and communication support to enable the pastor to focus on spiritual leadership, preaching, and pastoral care. This role requires discretion, strong organizational skills, excellent communication abilities, and a servant-hearted approach.

JOB RESPONSIBILITIES:

Serve as Administrative Assistant to the Pastor

- Organize and maintain physical files and digital files, to be accessed easily when needed.
- Create efficiencies for digital files shared with staff and volunteers.
- Proactively simplify complex processes, creating systems of flow.
- Prepare, proofread, and format letters, emails, and other documents when requested.
- Process reimbursements and expense documentation for the Pastor.
- Delegate tasks from Pastor's office to appropriate leaders and volunteers.
- Coordinate communication, including congregational needs from the Pastor toward staff, elders, deacons, or ministry leaders.
- Handle sensitive personal, pastoral, and staff information with utmost discretion.
- Participate in staff meetings and planning sessions. Manage and process items needed for follow up and any actionable items.

Administrative Duties for the Pastor and church office

- General office tasks, including scanning, copying, filing, and mailing documents.
- Manage and coordinate administrative tasks for bi-annual Vision Tour class.
- Prepare certificates for baptisms, new members, and new church officers.

Job Requirements

- Excellent organizational and communication skills.
- Highly skilled at creating systems and processes for office efficiency.
- Proficiency with MS Office suite (Word, Excel, PowerPoint). Ability to use MS Teams preferred.
- Proficiency with church database software (myGC). Training provided.
- Ability to maintain highest level of confidentiality.
- Prior experience supporting leadership position(s).

Additional Information

Supervisor: Pastor/Head of Staff

Terms: Salary/Non-exempt

Expected work week: 6 hours per week (2-3 days)