



JOB DESCRIPTION

Administrative Assistant to Associate Pastor Of Ministry

Name:
Supervisor: Associate Pastor Of Ministries
Interfaces with: Core Lead Team, All staff, Church Congregation, Volunteers
Hiring basis: Full-time
Benefits: See the current Pathway Staff Handbook

PURPOSE AND PRIMARY RESPONSIBILITIES

The Administrative Assistant to the Associate Pastor Of Ministries will handle various administrative-related tasks for the Associate Pastor Of Ministries. This person must be exceedingly well-organized, flexible, highly motivated, and enjoy the administrative challenges of supporting a high-level, executive-minded leader.

The Administrative Assistant must be able to interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment and remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

In addition to the specific responsibilities below, the Administrative Assistant will be responsible for the duties assigned by the Associate Pastor Of Ministries.

PERSONAL SPIRITUAL RESPONSIBILITIES

- Consistently maintain an intimate and personal relationship with God
- Continually support Pathway Church and leadership in prayer and encouragement
- Regular involvement in a discipleship environment
- Honor God in this role with an attitude of servant leadership

LEADERSHIP RESPONSIBILITIES

- Provide administrative support to the Associate Pastor Of Ministries
- Develop healthy teamwork with fellow staff members.
- Commit to personal leadership growth and development plan with supervisor.
- Attend weekly staff meetings.
- Attend Pathway Church
- Work Schedule is Sunday-Thursday unless otherwise arranged with supervisor. Must be flexible to accommodate ministry demands such as occasional evenings, Saturdays, and holidays such as Easter, and Christmas Services.

POSITION TASKS

- Manage the Associate Pastor Of Ministries' calendar appointments, meetings, and phone conferences, including meetings with staff, supporters, friends, ministry contacts, and ministry teams; keep appropriate parties informed in advance.
- Manage the Associate Pastor Of Ministries incoming correspondence (calls, mailings, and e-mail).

Initials _____



- Coordinate the Associate Pastor Of Ministries daily, weekly, monthly, and annual appointment schedule with the church calendar for maximum ministry effectiveness. Keep the Associate Pastor Of Ministries apprised of appointments regularly.
- Be aware of the overall church, ministry goals and programs, and the Associate Pastor Of Ministries' detailed responsibilities.
- Coordinate with the Associate Pastor Of Ministries & Office Manager for support with the church's 18-month calendar.
- Lead and coordinate Guest Services Ministry, including volunteer recruitment, onboarding, training, communication, and support. Raise up leaders and oversee follow-through of systems and processes for new guests.

ESSENTIAL ATTRIBUTES

- Highly administrative with an eye for detail.
- Possesses strong character, wisdom, and discernment.
- Analytical thinker with excellent organizational skills and a bias toward action.
- A trusted, proven individual with a servant's heart who has demonstrated commitment to functioning in a high-performing team and has follow-through ability.
- Be a high-capacity person, able to handle a large diversity of details and projects in an ever-changing environment.
- Desires and able to complement and support the Associate Pastor Of Ministries
- Ability to design systems and processes for continuous improvement and efficiency.

EMPLOYEE ACKNOWLEDGEMENT

Start Date: _____

Salary Amount: _____

I, at this moment, acknowledge the above-listed Position Description as my employment responsibility. I understand that it will be the guiding factor in the evaluation/review process. I intend to follow Biblical principles, the vision of Pathway Church as established by the Lead Pastor and Board of Directors, and all organizational documents. I have received and reviewed the Pathway Staff Handbook to which I will adhere.

Signature: _____

Date: _____

SUPERVISOR ACKNOWLEDGEMENT

Signature: _____

Date: _____

Initials _____