



## **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.

### **PERSONAL SPIRITUAL RESPONSIBILITIES**

- Consistently maintain an intimate and personal relationship with God
- Brings spiritual maturity and leads with their gifting with a high level of integrity
- Support Pathway Church's vision, mission and values
- 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

### **ESSENTIAL RESPONSIBILITIES**

- Provide administrative support to the Associate Pastor Of Ministries
- Oversee discipleship budget.
- Establish usage protocol for supply purchase and equipment usage for ministry.
- Setup meetings for supervisor.
- Coordinate the Associate Pastor Of Ministries daily, weekly, monthly, and annual appointment schedule with the church calendar for maximum ministry effectiveness.
- Develop volunteer teams to assist with on-going daily processes.
- Administrator of Planning Center workflows for all discipleship.
- Manage all workflows in Planning Center and setup groups in system to enable correct tracking of attendance and volunteers.

Initials \_\_\_\_\_



- Know the overall church, ministry goals and programs, and the responsibilities of the Associate Pastor Of Ministries.
- Coordinate with the Associate Pastor Of Ministries & Administrative Associate of Administration to support the church's 18-month calendar.
- Lead and coordinate Guest Services Ministry, including volunteer recruitment, onboarding, training, communication, and support. Raise leaders and oversee follow-through of systems and processes for new guests.
- Weekly meeting with supervisor and staff meetings.
- Complete other duties assigned by the Associate Pastor of Ministries.

### **ESSENTIAL ATTRIBUTES**

- Have extensive experience in Office365 suites.
- Type at least 70 words per minute.
- Filing skills for both physical and electronically.
- Experience with office equipment, EX: copier, postal meter, etc.
- Strong written business communication.
- Able to work with highly confidential information and keep it private.
- High functioning learner of different types of software.
- Highly administrative with an eye for detail.
- 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.
- Ability to design systems and processes for continuous improvement and efficiency.
- Interpersonal skills demonstrate the ability to work well with others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict.
- Team orientation by demonstrating interest, skills, and success in team environments; promoting group goals ahead of personal agenda; takes responsibility for his or her part in team failures.
- Be a high-capacity person, able to handle a large diversity of details and projects in an ever-changing environment.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- A 2-year college degree or equivalent experience
- 5 years of discipleship experience

### **WORK SCHEDULE**

- Normal work schedule is Sunday to Thursday.
- Flexibility is required to work some nights and Fridays and Saturday

Initials \_\_\_\_\_



**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: \_\_\_\_\_